

19 Day Month Example Timesheet Standard Hours

DAILY TOTALS
Use your daily totals to check for errors. A standard 80-hour fortnight will have 10 daily totals of 8 hours.

IMPORTANT
Check your timesheet balances to 80 hours before submitting.

Today June 13 - 26 2022												Normal	Overtime	Leave	Other	DRAFT		
Mon 13-Jun 8	Tue 14-Jun 8	Wed 15-Jun 8	Thu 16-Jun 8	Fri 17-Jun 8	Sat 18-Jun 0	Sun 19-Jun 0	Mon 20-Jun 8	Tue 21-Jun 8	Wed 22-Jun 8	Thu 23-Jun 8	Fri 24-Jun 8	Sat 25-Jun 0	Sun 26-Jun 0	80	0	0	0	80
Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity					
Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...			Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...							

LUNCH BREAKS
To record your lunch break, each day must have 2 activity blocks for the AM & PM shift.

