

Staff timesheet: weekly

Employer

Employee

Week starting

Kind of work

Pay period

Employee number (if any)

Day	Date	Start	Finish	Second start	Second finish	Unpaid meal break (min)	Hours worked	Public holiday? (tick)	Site, job or project	Notes
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Total for the week										

Employee signature

Name

Date

Manager signature

Name

Date

- Times: write the start and finish of each stretch of work. A second start and finish is for a split shift.
 - Breaks: a paid rest break stays in the hours; only the unpaid meal break comes off. The Employment Relations Act 2000, s 69ZD, sets the breaks by the length of the work period.
 - Public holidays: hours worked on one are paid at least time and a half, and working one that would otherwise be a working day earns an alternative holiday (Holidays Act 2003, ss 50 and 56). Tick the day so payroll sees it.
- Keep it: an employer keeps the wages and time record and the holiday and leave record for at least 6 years, and an employee can ask to see theirs (Employment Relations Act 2000, s 130; Holidays Act 2003, s 81). The record also needs each person's postal address, their age if under 20 and their kind of agreement: keep those once, in their file.
 - To check a pay figure: Calculate.co.nz has free timesheet, overtime and public holiday pay calculators, at <https://www.calculate.co.nz>
 - General information, not legal advice. Free from jobtracker.co.nz. Team timesheets keeps your team's hours by day, with every change dated: <https://jobtracker.co.nz/employers/teams>