|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **<SCHOOL NAME> CANTEEN STAFF TIMESHEET** | | | | | | | |
| **EMPLOYEE NAME:** | | | | | | | |
| **FORTNIGHT ENDING:** | | | | | | | |
| **DAY** | **DATE** | **START TIME** | **START UNPAID BREAK** | **RE START TIME** | **FINISH TIME** | **TOTAL**  **HOURS** | **EMPLOYEE SIGNATURE:** |
| **MONDAY** |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **TOTAL FORTNIGHT HOURS:** |
| **MONDAY** |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |
| **MANAGER’S COMMENTS:** | | | | | | | |