CrewLoca.

Fortnightly timesheet

Clear hours. A simpler working week.

Company

Worker name

Period from

Period to

Day / date	Start 24-hour time	Finish 24-hour time	Unpaid break minutes	Worked time hours : minutes	Workplace / note
Mon / W1					
Tue / W1					
Wed / W1					
Thu / W1					
Fri / W1					
Sat / W1					
Sun / W1					
Mon / W2					
Tue / W2					
Wed / W2					
Thu / W2					
Fri / W2					
Sat / W2					
Sun / W2					

PERIOD TOTAL _____ hours : minutes

Notes / corrections

Worker sign-off / date

Manager approval / date

Enter worked time as hours:minutes, e.g. 7:30. Deduct only unpaid breaks.
Use another sheet for extra working periods. Leave unused dates blank.