**Working Time Record**

**Name of employee:**

**Position:**

**Week commencing:**

**Number of hours worked each day excluding meal and rest breaks**

**Monday: \_\_\_\_\_**

**Tuesday: \_\_\_\_\_**

**Wednesday: \_\_\_\_\_**

**Thursday: \_\_\_\_\_**

**Friday: \_\_\_\_\_**

**TOTAL HOURS WORKED: \_\_\_\_\_\_\_\_\_**

**ROSTERED HOURS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPLANATION FOR ANY DIFFERENCE BETWEEN ROSTERED AND ACTUAL HOURS WORKED:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Employee:**  \_\_\_\_\_\_

**Signature of Manager:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_