GULD

Weekly timesheet

For security, cleaning and other site work

Use one row per shift. Enter start and finish dates for overnight shifts.
Use 24-hour times. Deduct unpaid breaks and enter net hours as hours:minutes.

Worker details

Full name

Guld company / division

Week commencing (Monday)

Worker type (employee / subcontractor)

Shifts worked

Site / job reference	Start date	Start time	Finish date	Finish time	Break (min)	Net h:mm

Weekly total (h:mm)

Worker name / signature

Date

I confirm this timesheet accurately records the hours I worked.

Supervisor approval

Approved by

Date

Reference / comments

Save a copy and send it through your agreed Guld timesheet submission channel.