



Diocesan Payroll Service - Casual Timesheet

Fortnight Ending : _____

Email: payadmin@lismore.catholic.org.au

Employee Name: _____

DAY	DATE	HOURS WORKED			
		TIME		BREAK	TOTAL
		START	FINISH		
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS					-

EMPLOYEE'S SIGNATURE

MANAGER'S SIGNATURE

DATE

Please complete separate timesheet for each casual employee

Please attach this timesheet with your summary sheet

Please email to Diocesan Payroll Services by **insert correct day & time** of pay week.