

Username: staff
Password: acs2010



Your Name: (Please Print)						A/C Manager:					Fortnightly Period From To		
CUSTOMERS													
Day	Date	Hours											
TOTAL													
Total hours fortnightly:					Signature of Employee:								

Please note: Timesheets *must* be submitted by *Monday* of every pay cycle by no later than *11.00 am*. Timesheets that are not submitted will not be processed. Timesheets can be lodged via our website: www.acspropertyservices.com.au

OFFICE USE ONLY:

	Group (D)	Group (N)	Total
Total Hrs Mon-Fri			
Total Hrs Sat:			
Total Hrs Sun:			
Public Holidays:			
Grand Total Hrs:			

Variation for Account Managers						
Customers	Mon-Fri	Sat	Sun	P/H	Total Hrs	
1						
2						
3						
4						
Total Hrs						

Other: