HR65
Timesheet for Recording Flex-Time

(HR.V1.0 - 7.05.18)

Time Recording for:								
Date	**Start Time**	**Finish Time**	**Lunch Break & other breaks**	**Total hours worked**	**Daily flex accrued**	**Cumulative flex**		**Overtime (TOIL) ***
1/1/00	**9:00**	**6:00**	**1 hour**	**8 hours**	**1 hour**	**1 hour**		

*** overtime (or time off in lieu of overtime) can only be at the direction of the employer. See Clause 28.0 of the *UNSW (Professional Staff) Enterprise Agreement 2015*. Overtime should be claimed on a SAL120 form.**

Date(s) absent	Type of Leave

Employee name:	**Supervisor name:**
Employee signature	Supervisor signature
Date:	Date: