

Staff Allocation Audit Timesheet

Document No.	_____	Date	_____
Department	_____	Prepared By	_____

Team & Audit Details

Project / Audit Name	_____		
Project Code	_____	Audit Period	_____

Staff Allocation Timesheet

Staff Name	Role / Position	Date	Task / Activity	Hours Allocated	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Staff Hours	_____
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Reviewed By	_____	Approved By	_____
Date	_____	Date	_____

Important Notes:

- Ensure all staff allocations are accurately recorded and supported by relevant documentation.
- The timesheet must be reviewed and approved by authorized personnel before submission.
- Any changes or corrections should be initialed by the preparer and reviewer.
- This document forms an essential part of audit evidence and should be retained for future reference.
- Completeness and accuracy are critical for internal and external audit compliance.