

EMPLOYEE TIMESHEET

Weekly hours with employee ID and department; overtime past 40 hours at 1.5x.

Employee name

Employee ID

Department

Position

Supervisor

Week starting (Mon)

Hourly rate

Overtime rate (1.5x)

Day	Date	Time in	Lunch start	Lunch end	Time out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total hours

Regular hours (max 40)

Overtime hours

GROSS PAY

Employee signature / date

Supervisor approval / date

Payroll processing