

WEEKLY TIMESHEET

Simple in/out sheet — one line per day, no lunch columns.

Employee _____

Manager _____

Week starting (Mon) _____

Hourly rate _____

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

Total hours

Regular hours (max 40)

Overtime hours

GROSS PAY

Employee signature / date

Manager signature / date