

WEEKLY TIMESHEET

Week of Monday through Sunday. Record clock times; total each day in the Hours column.

Employee

Manager

Company

Week starting (Mon)

Hourly rate

Overtime rate (1.5×)

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

Manager signature / date