## Weekly Timesheet

Week of:

|  |  |
| --- | --- |
| Employee name: | Hourly pay: |
| Title: | Supervisor: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DAY | Start  Time | Lunch Start | Lunch  End | End  Time | Vacation/ Sick leave | Regular Hours | Overtime hours | Total Hours  Worked |
| Monday |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |
| **WEEKLY TOTALS** | | | | | |  |  |  |
| **TOTAL PAY** | | | | | |  | | |

|  |  |
| --- | --- |
| Employee signature: | Date: |
| Supervisor signature: | Date: |

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