# **PROJECT EMPLOYEE TIMESHEET**

|  |  |
| --- | --- |
| **EMPLOYEE** | **START DATE** |
| **REGULAR HRS** | **RATE** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Client - Project** | **Task Name** | **Start** | **Finish** | **Regular Hrs** | **Overtime** | **Other Hrs** | **Total**  **Hours** | **Billable** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **TOTAL Hours** | **-----** | **-----** |  |  |  |  |  |  |  |
| **HOURLY RATE** | **-----** | **-----** |  |  |  |  |  |  |  |
| **TOTAL PAY** | **-----** | **-----** |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPERVISOR SIGNATURE** |  | **DATE** |  | **TOTAL PAY** |
|  |  |  |  | **TOTAL BILLABLE** |