## **WEEKLY EMPLOYEE TIMESHEET**

**Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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