# **WEEKLY EMPLOYEE TIMESHEET**

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| --- | --- |
| **EMPLOYEE:** | |
| **WEEK FROM:** | **REGULAR HRS** |
| **SUPERVISOR:** | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start** | **Finish** | **Regular Hrs** | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Other Hrs** | **Total**  **Hours** |
| **Sun, 8 May** |  |  |  |  |  |  |  |  |  |
| **Mon, 9 May** |  |  |  |  |  |  |  |  |  |
| **Tue, 10 May** |  |  |  |  |  |  |  |  |  |
| **Wed, 11 May** |  |  |  |  |  |  |  |  |  |
| **Thu, 12 May** |  |  |  |  |  |  |  |  |  |
| **Fri, 13 May** |  |  |  |  |  |  |  |  |  |
| **Sat, 14 May** |  |  |  |  |  |  |  |  |  |
| **TOTAL Hours** | **-----** | **-----** |  |  |  |  |  |  |  |
| **HOURLY RATE** | **-----** | **-----** |  |  |  |  |  |  |  |
| **TOTAL PAY** | **-----** | **-----** |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE SIGNATURE** |  | **DATE** |  | **TOTAL HOURS** |
| **SUPERVISOR SIGNATURE** |  | **DATE** |  | **TOTAL PAY** |