

WEEKLY TIMESHEET

Employee Name:

Employee ID:

Department:

Week Ending Date:

Manager / Approver:

Hourly Rate (\$):

Day	Date	Time In	Time Out	Lunch (Hrs)	Regular Hrs	Overtime Hrs	Total Hrs
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours:							

Total Regular Hours

Total Overtime
Hours

Gross Pay (\$)

Employee Signature Date

Supervisor Signature Date