

# WEEKLY TIMESHEET

Payroll Period Records

EMPLOYEE NAME:  
WEEK ENDING DATE:  
EMPLOYEE ID:  
DEPARTMENT:  
MANAGER NAME:  
JOB TITLE:

|              |  |
|--------------|--|
| Monday       |  |
| Tuesday      |  |
| Wednesday    |  |
| Thursday     |  |
| Friday       |  |
| Saturday     |  |
| Sunday       |  |
| Total Hours: |  |

Regular Hours

Overtime Hours

Sick Leave Hours

Vacation Hours

Total Pay Hours

Regular Earnings      Rate:

Overtime Earnings      Rate:

Gross Pay

Deductions  
(Taxes/Other)

Net Pay

Employee Signature Date

Supervisor Signature Date