

EMPLOYEE WEEKLY TIMESHEET

Payroll Period Template

EMPLOYEE NAME:
PAY PERIOD START:
EMPLOYEE ID:
PAY PERIOD END:
DEPARTMENT:
SUPERVISOR:

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	REGULAR HOURS	OVERTIME HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Weekly Hours						

EARNINGS CALCULATION			
TYPE	HOURS	RATE	TOTAL
Regular			
Overtime			
Other / Holiday			
Gross Earnings			

DEDUCTIONS & NET PAY	
DESCRIPTION	AMOUNT
Federal Tax	
State / Local Tax	
FICA (Social Security / Med)	
Insurance / Other Deductions	
Total Deductions	
Net Pay	

EMPLOYEE SIGNATURE & DATE

SUPERVISOR APPROVAL & DATE