

WEEKLY HOURLY TIMESHEET

Payroll Period Record

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

WEEK ENDING DATE

MANAGER / SUPERVISOR

HOURLY RATE

DAY	DATE	MORNING		AFTERNOON		HOURS WORKED		
		TIME IN	TIME OUT	TIME IN	TIME OUT	REGULAR	OVERTIME	TOTAL
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Hours								

REGULAR HOURS
REGULAR RATE
OVERTIME HOURS
OVERTIME RATE
GROSS PAY

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

