

WEEKLY TIMESHEET & PAYROLL

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

WEEK COMMENCING (DATE)

MANAGER / SUPERVISOR

HOURLY RATE (\$)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Total Hours:

Earnings

Regular Earnings

Overtime Earnings (1.5x)

Gross Pay

Deductions & Net Pay

Federal Tax (15% est.)

Other Deductions

Net Pay

Employee Signature Date

Approver Signature Date