WEEKLY TIMESHEET

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EMPLOYEE: _____   SIGNATURE: _____   DATE: _____

MANAGER: _____   SIGNATURE: _____   DATE: _____

COMPANY: _____   THIS WEEK'S START DATE: _____   STANDARD PAY RATE: _____   OVERTIME PAY RATE: _____

DAY	DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
						HOURS THIS WEEK					
						RATE					
						SUB-TOTAL					
										TOTAL	