

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	0	0	0	0	0
							RATE					
							SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
										TOTAL	\$0.00	



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