WEEKLY TIMESHEET FOR HOSPITALITY

Brought to you by QuickBooks

EMPLOYEE: _____ **SIGNATURE:** _____ **DATE:** _____

MANAGER: _____ **SIGNATURE:** _____ **DATE:** _____

SET NAME OR LOCATION: _____ **THIS WEEK'S START DATE:** _____ **STANDARD PAY RATE:** _____ **OVERTIME PAY RATE:** _____

DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
					HOURS THIS WEEK					
					RATE					
					SUB-TOTAL					
							TOTAL			