

WEEKLY TIMESHEET FOR HOSPITALITY

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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)



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HOURS THIS WEEK				
RATE				
SUB-TOTAL				
TOTAL				