

**WEEKLY TIMESHEET**

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EMPLOYEE: SIGNATURE: DATE:

MANAGER: SIGNATURE: DATE:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **THIS WEEK'S** |  | **STANDARD** |  | **OVERTIME** |  |
| **COMPANY:** |  | **START DATE:** |  | **PAY RATE:** |  | **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** |  |  |  |  |  |  |  |  |  |  |  |
| **For perfect timing every day, sign up for your FREE 30-day trial now at https://quickbooks.intuit.com/za/** | | | | | | **HOURS THIS WEEK** | 0 | 0 | 0 | 0 | 0 |
| **RATE** |  |  |  |  |  |
| **SUB-TOTAL** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | | | | | | | | | | **TOTAL** | $0.00 |