

WEEKLY TIMESHEET

EMPLOYEE _____

EMPLOYEE ID _____

PAY PERIOD _____

HOURLY RATE _____

Day	Date	In	Lunch out	Lunch in	Out	Break	Hours	Regular	OT
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									

NOTES

Total hours _____

Regular hours _____

Overtime hours _____

Hourly rate _____

Gross pay _____

Employee signature

Date

Supervisor approval

Date