Weekly Time Sheet

Week of:

|  |  |
| --- | --- |
| Employee’s Name: |  |
| Position: |  |
| Hourly Pay: |  |
| Supervisor: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Start Time | Lunch Start | Lunch End | End  Time | Vacation / Sick Leave | Regular Hours | Overtime Hours | Total Hours Worked |
| Monday |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |
| Weekly Totals | | | | |  |  |  |  |
| Total Pay | | | | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee’s Name |  | Signature |  | Date |  |
| Manager’s Name |  | Signature |  | Date |  |