Weekly Time Sheet

|  |
| --- |
| Company Name |
| Address  |
| Address |
| City, State, Zip Code |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Date | Time In | Time Out |  | Time In | Time Out | Regular Hours | Overtime Hours | Sick  | Vacation |
| Monday |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |
| Total Hours |  |  |  |  |
| Rate/Hour |  |  |  |  |
| Total Pay |  |  |  |  |
| Grand Total Pay |  |

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