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 |