Weekly Time Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week of: |  | Employee’s Name: |  | Employee ID: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Vacation | Holiday | Sick | Time  In | Time Out | Total Break Time | Regular Hours | Overtime Hours | Total Hours |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Total Hours | |  |  |  |  |
|  |  |  |  | Rate / Hour | |  |  |  |  |
|  |  |  |  | Total Pay | |  |  |  |  |

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