Weekly Time Sheet

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Date | Project or Task | Time  In | Time Out | Regular Hours | Overtime Hours | Total Hours |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |
|  |  |  | Total Hours | |  |  |  |
|  |  |  | Rate / Hour | |  |  |  |
|  |  |  | Total Pay | |  |  |  |

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