Project Based Weekly Time Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Pay Period Starting: |  |
| Address  |  | Ending: |  |
| Address |  |  |  |
| City, State, Zip Code |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project | Task | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total Hours | Regular Hours | Overtime Hours |
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|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |
| Vacation |  |  |  |  |  |  |  |  |  |  |  |
| Sick Leave |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Total Hours |  |  |  |  |  |  |  |  |  |  |  |

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