Weekly Timesheet

Employee name _____ **Employee ID** _____

Manager _____ **Department** _____

Week starting [MM/DD/YYYY] _____

Day	Date	Time in	Unpaid break (hrs)	Time out	Hours worked	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						

Total hours _____

Overtime hours (over 40) _____

Regular hours _____

Hourly rate _____

Gross pay (OT at 1.5×)

Enter hours worked each day (for example 8 or 7.5). Overtime over 40 hours is calculated automatically. Some states, such as California, also require daily overtime.

I certify that the hours above are accurate and complete.

Employee

Name: _____ Date: _____

Supervisor

Name: _____ Date: _____