

# Weekly Employee Timesheet

Employee \_\_\_\_\_

Week starting \_\_\_\_\_

Manager \_\_\_\_\_

Regular Hours \_\_\_\_\_

Date	Start Time	End Time	Break	Regular	Overtime	Sick	Vacation	Holiday	

Hours This Week							
Hourly Rate							--
<b>TOTAL PAY</b>							

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOTAL HRS**

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOTAL PAY**