|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Employee Weekly Timesheet Template with Clients and Projects | | | | | | | |
| Start date: | | End date: | |  |  |  | |  |  |
| Employee name: |  | | |  |  |  | |  |  |
| Manager name: |  | | |  |  |  | |  |  |
| Hourly rate ($) |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| Client: | | Project: | |  |  |  | |  |  |
| **DAY** | **Date** | **Start time** | **End time** | **Regular hours** | **Overtime hours** | **Total hours** | | **Amount earned** |  |
| Monday |  |  |  |  |  |  | |  |  |
| Tuesday |  |  |  |  |  |  | |  |  |
| Wednesday |  |  |  |  |  |  | |  |  |
| Thursday |  |  |  |  |  |  | |  |  |
| Friday |  |  |  |  |  |  | |  |  |
| **Total for Client & Project** | |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| **Total hours for the week** | | | |  |  |  | |  |  |
| **Amount Earned in the week** | | | |  | | | |  |  |
|  |  |  |  |  |  |  | |  |  |
| Employee signature: | | | |  |  |  | |  |  |
| Manager signature: | | | |  |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| *Note: Don't fill the* ***Total hours, Amount earned columns and Weekly total rows*** *as these cells use formulas to calculate hours and cost based on the* ***Hourly rate****,* ***Regular hours****, and* ***Overtime hours****.* | | | | | | | | | |
|  |  |  |  |  |  |  | |  |  |