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| 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****.* |
|  |  |  |  |  |  |  |  |  |