



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**.*