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| |  | | --- | | Employee Weekly Timesheet Template | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Start date: |  | End date: |  |  |  |  |  |
| Employee name: |  | | |  |  |  |  |
| Manager name: |  | | |  |  |  |  |
| Hourly Rate ($) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **DAY** | **Date** | **Start time** | **End time** | **Regular hours** | **Overtime hours** | **Total hours** | **Amount earned** |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
|  | | | | | | | |
| **Total hours for the week** | | | |  |  |  |  |
| **Amount Earned in the week** | | | |  | | |  |
|  |  |  |  |  |  |  |  |
| Employee signature: | | | |  |  |  |  |
| Supervisor 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****.*