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| Employee Weekly Timesheet Template |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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****.*