HiveDesk

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**.*