

Timesheet

Employee Info

[Your Logo]

Employee Name: [Employee Name]

Employee ID: [ID]

Manager / Approver: [Manager Name]

Week Starting: [Month DD, YYYY]

Weekly Timesheet

Day	Date	Start	End	Break (min)	Regular Hrs	OT Hrs	Total Hrs
Monday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Tuesday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Wednesday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Thursday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Friday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Saturday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Sunday	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
				Totals	[0.0]	[0.0]	[0.0]
Hourly Rate							[\$0.00]
Overtime Rate (1.5x)							[\$0.00]
Total Pay							[\$0.00]

Biweekly Timesheet

Day	Date	Start	End	Break (min)	Regular Hrs	OT Hrs	Total Hrs
Monday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Tuesday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Wednesday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Thursday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Friday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Saturday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Sunday (W1)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Monday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Tuesday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Wednesday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Thursday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Friday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Saturday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
Sunday (W2)	[MM/DD]	[9:00 AM]	[5:00 PM]	[30]	[8.0]	[0.0]	[8.0]
				Totals	[0.0]	[0.0]	[0.0]
Hourly Rate							[\$0.00]
Overtime Rate (1.5x)							[\$0.00]
Total Pay							[\$0.00]

Approval

Employee Signature: [Signature]

Date: [Month DD, YYYY]

Manager Signature: [Signature]

Date: [Month DD, YYYY]