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WEEKLY TIMESHEET

EMPLOYEE	EMPLOYEE ID	DEPARTMENT / ROLE	WEEK STARTING	SUPERVISOR

Day	Date	Time in	Lunch out	Lunch in	Time out	Regular	Overtime	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Regular hours	
Overtime hours	
Total hours	
Hourly rate	
Overtime multiplier (e.g. 1.5)	
Gross pay	

Sick hours _____ Vacation hours _____ Holiday hours _____

NOTES

I certify that the hours recorded are accurate and complete.

Employee signature / date

Supervisor approval / date