Weekly timesheet

Write start and end times as 9:00 or 17:30. Hours worked = end minus start minus unpaid break. Overtime: check your contract or local law (US federal: over 40 hours in a workweek at 1.5x).

Employee name _____ **Employee ID** _____ **Manager** _____ **Period** _____

Day / date	Start	End	Unpaid break (min)	Hours worked	Task / project	Notes
Monday ____						
Tuesday ____						
Wednesday ____						
Thursday ____						
Friday ____						
Saturday ____						
Sunday ____						

Total hours	Regular hours	Overtime hours	Leave hours

Employee signature _____ **Date** _____ **Manager approval** _____ **Date** _____

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