



TIMESHEET

templates

Weekly Timesheet

Employee Name John Johnson
Manager Name Andy Smith
Week from Mar-4-24
Overtime Options Weekly



WEEKLY
MONTHLY
EMPLOYEE
PROJECT

Date	Day	Start Time	End Time	Break	Regular hours	Overtime	Sick	Vacation	Holiday	Total daily hours
Mar-4	Mon	8:00 AM	5:30 PM	1:00	8:30	0:00				8:30
Mar-5	Tue	10:10 AM	6:40 PM	0:30	8:00	0:00				8:00
Mar-6	Wed	9:00 AM	7:00 PM	1:30	8:30	0:00				8:30
Mar-7	Thu	8:00 AM	5:00 PM	1:00	8:00	0:00				8:00
Mar-8	Fri	8:30 AM	4:30 PM	0:00	8:00	0:00				8:00
Mar-9	Sat	8:00 AM	5:00 PM	1:00	8:00	0:00				8:00
Mar-10	Sun	0:00 AM	0:00 AM	0:00	0:00	0:00			08:00	8:00
Total hours:					40:00	9:00	0:00	0:00	8:00	57:00
Rate per hour:					\$30,00	\$45,00	\$30,00	\$30,00	\$30,00	
Payment:					\$1.200,00	\$405,00	\$0,00	\$0,00	\$240,00	\$1.845,00

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employee signature:

Date:

Supervisor signature:

Date:

AraHR