

Weekly Timesheet

Employee name

Week starting

Hourly rate \$

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

Summary

Regular hours	
Overtime hours (over 40 in a week)	
Regular pay	
Overtime pay	
Gross pay	

Employee signature

Supervisor signature

Date