Weekly Timesheet

Hours worked in one week, for payroll, a client or your own records.

Week starting

Week ending

EMPLOYEE / CONTRACTOR NAME | EMPLOYEE ID | DEPARTMENT / CLIENT | MANAGER / APPROVER

DAY	DATE	START	BREAK (MIN)	END	REG. HRS	OT HRS	NOTES / PROJECT
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

VACATION HOURS | SICK HOURS | PUBLIC HOLIDAY HOURS | UNPAID LEAVE HOURS

COMMENTS

Total regular hours

Total overtime hours

Hourly rate

Overtime rate

Total pay

SIGN-OFF

I confirm the hours above are accurate.

EMPLOYEE SIGNATURE | DATE | APPROVED BY (SIGNATURE) | DATE