

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