

Weekly Timesheet Template

Record daily start time, end time, breaks, regular hours and overtime.

Employee: _____

Period Starting: _____

Manager: _____

Date	Day	Start	End	Break	Regular	Overtime	Total	Notes
1								
2								
3								
4								
5								
6								
7								

Regular Hours		Overtime Hours		Total Hours		Estimated Pay	
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Employee Signature: _____

Manager Approval: _____

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