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|   |   |   |   |   |   |   |   |
| **Employee Name:** |   |   |  |  |
| **Manager Name:** |   |   | **Week Starting:** |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
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|  |  |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** |  |
| **Employee Signature:** |   |   |   | Rate Per Hour |   |
| **Manager Signature:** |   |   |  |  | **Total Pay** |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  |  |  |  |   |   |   |   |
|  |  |  |  |   |   |  |  |
| **(Sample Weekly Timesheet)** |
|   |   |   |   |   |   |   |   |
| **Employee Name:** | Sam Long |   |  |  |
| **Manager Name:** | Joe Nader |   | **Week Starting:** | 06/10/2024 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
| 06/10/2024 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 06/10/2024 | Tuesday | 8:30 AM | 11:00 AM |   | 1:30 PM | 4:00 PM | 5:00 |
| 06/12/2024 | Wednesday | 8:21 AM | 11:00 AM |   | 1:00 PM | 4:30 PM | 6:09 |
| 06/13/2024 | Thursday | 8:00 AM | 10:45 AM |   | 1:00 PM | 7:00 PM | 8:45 |
| 06/14/2024 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 06/15/2024 | Saturday | 8:00 AM | 11:00 AM |   |   |   | 3:00 |
| 06/16/2024 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** | **36:54** |
| **Employee Signature:** |   |   |   | Rate Per Hour | $17.00 |
| **Manager Signature:** |   |   |  |  | **Total Pay** | **$627.30** |
|   |   |   |   |   |  |   |   |