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| **Employee Name:** | |  | | | | | | |  | | |  | | | |  | | | |
| **Manager Name:** | |  | | | | | | |  | | | **Week Starting:** | | | |  | | | |
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| **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** | | | |  | | | |
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| **(Sample Weekly Timesheet)** | | | | | | | | | | | | | | | | | | |
|  |  |  |  | | |  | |  | | |  | | | |  | | | |
| **Employee Name:** | | Sam Long | | | | | |  | | |  | | | |  | | | |
| **Manager Name:** | | Joe Nader | | | | | |  | | | **Week Starting:** | | | | 06/10/2024 | | | |
|  |  |  | | |  | | |  | |  | | | |  | | | |  | | | |
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| **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** | | | |
|  |  |  |  | | | | |  | |  | | | |  | | | |  | | | |