

[COMPANY NAME] TIMESHEET

EMPLOYEE: _____

SIGNATURE: _____

DATE: _____

MANAGER: _____

SIGNATURE: _____

DATE: _____

**THIS WEEK'S
START DATE:**

**STANDARD
PAY RATE:**

**OVERTIME
PAY RATE:**

DAY	DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
Monday							8	2			
Tuesday							8				
Wednesday							8				
Thursday							8				
Friday							8				
Saturday											
Sunday											
						HOURS THIS WEEK	40	2	0	0	0
						RATE	10	15	10	10	10
						SUB-TOTAL	400	30	0	0	0
										TOTAL	430