## Weekly Time Sheet

Week of:		Employee's Name:		Employee ID:			
Day	Date	Project or Task	Time In	Time Out	Regular Hours	Overtime Hours	e Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
			Total Hours				
			Rate / Hour				
			Total Pay				
Employee's Name			Signature			Date	

Signature

Date

Manager's Name