

# SIMPLE WEEKLY TIMESHEET TEMPLATE

Weekly Timesheet

[Company Name]

[8346 Redmond Road, CA 95505]

[+1-505-666-0194]

Employee Name: [Emily Rose]

Employee ID: [ID 0150]

Manager Name: [Dyane Clarke]

Team Lead Name: [Boone Butch]

| Day of Week | Regular  | Overtime | Sick    | Vacation | Holiday | unpaid Leave | Other  | Total Hrs |
|-------------|----------|----------|---------|----------|---------|--------------|--------|-----------|
| Monday      | 8.00     | 0.30     |         |          |         |              |        | 8.30      |
| Tuesday     | 8.00     | 1.30     |         |          | 1.00    |              |        | 10.30     |
| Wednesday   | 8.00     | 2.50     |         |          |         | 1.00         |        | 11.50     |
| Thursday    | 8.00     | 0.00     |         |          |         |              |        | 8.00      |
| Friday      | 8.00     | 1.25     |         |          | 1.00    |              |        | 10.25     |
| Saturday    | 8.00     | 2.25     |         |          |         |              |        | 10.25     |
| Total Hrs   | 48.00    | 7.60     | 0.00    | 0.00     | 2.00    | 1.00         | 0.00   | 58.60     |
| Rate/hr     | \$10.00  | \$15.00  | \$15.00 | \$15.00  | \$15.00 | \$0.00       | \$0.00 |           |
| Total Pay   | \$480.00 | \$114.00 | \$0.00  | \$0.00   | \$30.00 | \$0.00       | \$0.00 | \$586.00  |

Employee Signature:

Manager Signature:

Date:

Auto-calculated