

# WEEKLY TIMESHEET

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Day	Date	Job	In time	Out time	In time	Out time	Regular hours	Overtime hours	Sick hours	Holiday hours	Vacation hours
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											
Weekly total											
Pay rate											
Pay subtotal											
Total pay											

Employee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_