YOUR COMPANY

Employee Timesheet

Employee: _____

Department: _____

Supervisor: _____

Week starting: _____

Week ending: _____

Hourly rate: _____

Overtime rate: _____

		Work Period 1		Work Period 2		Work Period 3		
Day	**Date**	**Start**	**End**	**Start**	**End**	**Start**	**End**	**Total**

_____

Employee Signature Date

_____

Supervisor Signature Date

	Hours	**Pay**
Regular:		
Overtime:		
Total:		

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