Weekly timesheet template

One sheet per employee per week. Overtime is hours over 40 in the workweek.

Employee name _____ **Employee ID** _____

Week starting _____ **Hourly rate** _____

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS	NOTES
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total							

Regular hours (up to 40)	
Overtime hours (over 40)	

_____ _____

Employee signature and date

Supervisor signature and date

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.