Weekly Timesheet

CalculateHours.net

Fill in by hand. Record each clock-in and clock-out; lunch between the punches is unpaid.

Employee name _____ Employer / department _____

Pay period _____ Hourly rate $ _____

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Regular hours _____ **Overtime hours** _____ **Total hours** _____ **Total pay $** _____

Employee signature _____ Supervisor signature _____

Date _____ Date _____