

WEEKLY TIMESHEET

7 days · 52 pay periods a year

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

SUPERVISOR

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	REG. HOURS	OT HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEKLY TOTAL						

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL

A workweek is any fixed, recurring 168-hour period. Overtime is owed for hours over 40 within it.
Minutes to decimal: 15 min = 0.25 30 min = 0.50 45 min = 0.75 Divide any minutes by 60.

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