

WEEKLY TIMESHEET

Employee: [Full name]

Position: [Job title]

Week starting: [Monday, MM/DD/YYYY]

Supervisor: [Name]

One row a day: the time you started, the time you finished, the unpaid break, and the job you were on. Hours worked is time out minus time in, minus the break.

1. Hours worked

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	HOURS WORKED	JOB / NOTES
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

2. Week totals

Regular hours (the first 40 in the week): _____

Overtime hours: _____

Paid time off, sick or holiday hours: _____

Total hours to pay: _____

Employee

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Free template from zarla.com/guides/timesheet-template. Replace every [bracketed] line and delete what you don't need. Fill it in daily, total it weekly, keep it with your payroll records. Zarla builds the website that brings the jobs this crew works: zarla.com