Weekly Employee Time Sheet

Employee Name: _____

Manager Name: _____

Week Starting: _____

Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime	Sick Hrs	Vacation Hrs
Sat 1/0					0.00				
Sun 1/1					0.00				
Mon 1/2					0.00				
Tue 1/3					0.00				
Wed 1/4					0.00				
Thu 1/5					0.00				
Fri 1/6					0.00				

Total Hrs: -   -   -   -

Rate/Hr: ☐ ☐ ☐ ☐

Total $:   -   -   -   -

_____
Employee Signature   Date

_____
Manager Signature   Date