# Weekly timesheet

| **EMPLOYEE:** |  |  | **WEEK FROM:** |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **SUPERVISOR:** |  |  | **REGULAR HRS** |  |
|  |  |  |  |  |  |  |  |  |  |
| **DATE** | **Start** | **Finish** | **Regular hrs** | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Other hrs** | **TOTAL** **HOURS** |
| **Sun, 8 May** |  |  |  |  |  |  |  |  |  |
| **Mon, 9 May** |  |  |  |  |  |  |  |  |  |
| **Tue, 10 May** |  |  |  |  |  |  |  |  |  |
| **Wed, 11 May** |  |  |  |  |  |  |  |  |  |
| **Thu, 12 May** |  |  |  |  |  |  |  |  |  |
| **Fri, 13 May** |  |  |  |  |  |  |  |  |  |
| **Sat, 14 May** |  |  |  |  |  |  |  |  |  |
| **TOTAL H** | --- | --- |  |  |  |  |  |  |  |
| **HOURLY RATE** | --- | --- |  |  |  |  |  |  |  |
| **TOTAL PAY** | --- | --- |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **0.00** |
| **EMPLOYEE SIGNATURE** |  |  | **DATE** |  |  | **TOTAL HOURS** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **$0.00** |
| **SUPERVISOR SIGNATURE** |  |  | **DATE** |  |  | **TOTAL PAY** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Automate your timesheets with My Hours - it's Free** |
|  |  |  |  |  |  |  |  |  |  |