WEEKLY TIMESHEET

Log hours worked for one week.

Employee name

Employee ID

Week starting

Manager / client

Department / project

DAY	DATE	START	BREAK (HRS)	END	TOTAL HOURS	OVERTIME
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total regular hours

Total overtime hours

Total hours

Notes (leave, holidays, projects)

Employee signature

Date

Manager signature

Date

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