

Weekly timesheet – pay period: _____ to _____

Employee name _____

Employer _____

Supervisor _____

DAY	START	END	BREAK (MIN)	TOTAL
Mon _/_	_____	AM _____	PM _____	
Tue _/_	_____	AM _____	PM _____	
Wed _/_	_____	AM _____	PM _____	
Thu _/_	_____	AM _____	PM _____	
Fri _/_	_____	AM _____	PM _____	
Sat _/_	_____	AM _____	PM _____	
Sun _/_	_____	AM _____	PM _____	

Totals

Total hours: _____ Regular: _____ Overtime: _____

Employee signature and date

Supervisor signature and date