

# WEEKLY TIMESHEET

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EMPLOYEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

THIS WEEK'S  
START DATE: \_\_\_\_\_

STANDARD  
PAY RATE: \_\_\_\_\_

OVERTIME  
PAY RATE: \_\_\_\_\_

DAY	DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
							HOURS THIS WEEK				
							RATE				
							SUB-TOTAL				
										TOTAL	



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