

# WEEKLY TIMESHEET

Employee: [Name] · Employee ID: [ID] · Department: [Department] · Week  
Beginning: [DATE]

Day	Time In	Time Out	Break (mins)	Total Hours	Tasks / Project
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Regular Hours	[NUMBER]
Total Overtime Hours	[NUMBER]
Employee Signature & Date	_____
Supervisor Approval & Date	_____

*Submit by [DAY/TIME] each week. Overtime must be pre-approved by your supervisor.*