

WEEKLY TIMESHEET

COMPANY: _____	PAY PERIOD: _____	STANDARD PAY RATE: _____	OVERTIME PAY RATE: _____
----------------	-------------------	--------------------------	--------------------------

EMPLOYEE NAME: _____	SIGNATURE: _____	DATE: _____
----------------------	------------------	-------------

MANAGER NAME: _____	SIGNATURE: _____	DATE: _____
---------------------	------------------	-------------

DAY	DATE	JOB/PROJECT	JOB/PROJECT CODE	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								0	0	0	0	0
RATE												
SUB-TOTAL								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL											\$0.00	

clockineasy

This free timesheet is brought to you by ClockInEasy.

For simple and automated timesheets visit us at www.clockineasy.com to start your 14-day trial today!