clockify

Weekly Timesheet Template

Week of:

Employee name:	Hourly regular rate:
Title:	Hourly overtime rate (1.5 or 2 times the regular rate):
Supervisor:	

Day	Start time	Lunch start	Lunch end	End time	Vacation/ sick leave	Regular hours	Overtime hours	Total hours worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
WEEKLY TOTALS								
TOTAL PAY								

Employee signature:	Date:
Supervisor signature:	Date:

Record your work hours with Clockify➜