

EMPLOYEE TIMESHEET

Employee Information		COMPANY NAME
Name: _____	Address: _____	_____
Number: _____	_____	_____
Department: _____	Phone: _____	_____
Supervisor: _____	Period Starting: _____	1/1/12

WEEK ONE

DOW	Date	Clock In	Lunch Begins	Lunch Ends	Clock Out	Daily Hours
Sun	1/1/12					
Mon	1/2/12					
Tue	1/3/12					
Wed	1/4/12					
Thu	1/5/12					
Fri	1/6/12					
Sat	1/7/12					
Weekly Total:						

WEEK TWO

DOW	Date	Clock In	Lunch Begins	Lunch Ends	Clock Out	Daily Hours
Sun	1/8/12					
Mon	1/9/12					
Tue	1/10/12					
Wed	1/11/12					
Thu	1/12/12					
Fri	1/13/12					
Sat	1/14/12					
Weekly Total:						

Pay Rates		Total Hours:
Hourly: \$	12.00	_____
Overtime: \$	16.00	Overtime Hours: _____

Weekly overtime threshold _____ 40

Normal Pay: _____
 Overtime Pay: _____
 Gross Pay: _____

Pay Date: _____