

Weekly Time Sheet

Company						Date			Employee Signature			
Employee						Date			Manager Signature			
Week From			To			Standard Pay Rate			Overtime Pay Rate			
Day	Start Time	Lunch Start	Lunch End	End Time	Paid Time Off	Sick Hours	Holiday Hours	Vacation Hours	Regular Hours	Overtime Hours	Total Hours	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
								Weekly Total				
								Rate				
								Pay				
								Total Pay				