### Weekly Employee Timesheet

**[Company Name]**

|  |  |
| --- | --- |
|   | Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [Address 1] |   |
| [Address 1] | Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [City, State ZIP] |   |
| [Phone] | Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of Week** | **Regular****Hrs** | **Overtime****Hrs** | **Sick** | **Vacation** | **Holiday** | **Unpaid** **Leave** | **Other** | **TOTAL****Hrs** |
| **Mon** |   |   |   |   |   |   |   | 0.00 |
| **Tue** |   |   |   |   |   |   |   | 0.00 |
| **Wed** |   |   |   |   |   |   |   | 0.00 |
| **Thu** |   |   |   |   |   |   |   | 0.00 |
| **Fri** |   |   |   |   |   |   |   | 0.00 |
| **Sat** |   |   |   |   |   |   |   | 0.00 |
| **Sun** |   |   |   |   |   |   |   | 0.00 |
| **Total Hrs:** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Total Hours Reported: 0.00**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor Signature Date