### 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