

# Weekly Time Sheet

| Day       | Date | Project or Task | Time In | Time Out    | Regular Hours | Overtime Hours | Total |
|-----------|------|-----------------|---------|-------------|---------------|----------------|-------|
| Monday    |      |                 |         |             |               |                |       |
| Tuesday   |      |                 |         |             |               |                |       |
| Wednesday |      |                 |         |             |               |                |       |
| Thursday  |      |                 |         |             |               |                |       |
| Friday    |      |                 |         |             |               |                |       |
| Saturday  |      |                 |         |             |               |                |       |
| Sunday    |      |                 |         |             |               |                |       |
|           |      |                 |         | Total Hours |               |                |       |

|                 |  |           |  |      |  |
|-----------------|--|-----------|--|------|--|
| Employee's Name |  | Signature |  | Date |  |
| Manager's Name  |  | Signature |  | Date |  |