

Weekly Time Sheet

Week of: _____

Employee's Name:	
Position:	
Hourly Pay:	
Supervisor:	

Day	Start Time	Lunch Start	Lunch End	End Time	Vacation / Sick Leave	Regular Hours	Overtime Hours	Total Hours Worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Totals								
Total Pay								

Employee's Name		Signature		Date	
Manager's Name		Signature		Date	