**Company Name**

Weekly Time Sheet

|  |  |  |
| --- | --- | --- |
| Employee Name: | Employee ID: | Department: |
| Week Starting: | Week Ending: | Manager: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Morning | | Afternoon | | Approved | **FOR OFFICE USE ONLY** | |
|  | IN | OUT | IN | OUT | REG HOURS | OVERTIME |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTALS** |  |  |

**\*NOTE**: All overtime must be pre-approved.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

EMPLOYEE’S SIGNATURE DATE SUPERVISOR’S SIGNATURE DATE

Entered in payroll by:

Date:

