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**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

|  |
| --- |
| **WEEKLY TIMESHEET** |
|
|  | **Name:** | **Month:** |  |
| **Manager:** | **Hourly Rate ($):** |
|  |  |  |  |  |  |  |  |
| **Date** | **Start Time** | **End Time** | **Regular Hours** | **OT Hours** | **Total Hours** | **Amount Earned** | **Notes** |
|  | 7:00 AM | 9:00 AM | 2 |  | 2 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
|  |  |  |  |  | 0 | $0.00 |  |
| **Weekly Totals** | **2** | **0** | **2** | **$0.00** | **–** |
|  |  |  |  |  |  |  |  |
| **Employee's signature:** | **Manager's signature:** |  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |  |
| *\*Don't fill out the* ***Monthly Totals*** *row as the cell values are automatically calculated based on the* ***Hourly Rate****,* ***Regular Hours****, and* ***OT Hours*** *cells.* |  |  |
|  |  |  |  |  |  |  |  |