



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.*