Weekly Timesheet

Free template from Punchly

Employee		**Manager**	
Week starting		**Hourly rate**	
Department / client		**Overtime after (hrs/wk)**	40
		Overtime pay rate	1.5x

Fill in by hand. Hours = end time minus start time, minus breaks.

Date	Day	Start time	End time	Break (min)	Hours	Project / notes
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total hours	
Overtime hours	
Regular hours	
Regular pay	
Overtime pay	
Total pay	

Employee signature	_____	**Manager approval**	_____
Date	_____	**Date**	_____

Tired of chasing timesheets? Punchly tracks time automatically and fills this in for you. Try it free at punchly.work