

Weekly Employee Time Sheet

[Company Name]

[Address 1]

[Address 2]

[City, State ZIP]

[Phone]

Employee Name: _____

Manager Name: _____

Week Starting: **06/12/2013**

Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs
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Fri 12/6	9:00 AM	11:45 AM	12:00 PM	6:00 PM	8.75	8.00	0.75
Sat 12/7	9:00 AM	12:00 PM	12:30 PM	5:45 PM	8.25	8.00	0.25
Sun 12/8	9:00 AM	11:45 AM	12:30 PM	6:30 PM	8.75	8.00	0.75
Mon 12/9	9:00 AM	12:00 PM	12:30 PM	6:30 PM	9.00	8.00	1.00
Tue 12/10	9:00 AM	11:45 AM	12:30 PM	4:45 PM	7.00	7.00	
Wed 12/11	8:00 AM	10:00 AM	11:00 AM	3:00 AM	6.00	6.00	
Thu 12/12							

Total Hrs: 45.00 2.75
 Rate/Hr: 15.00 22.50
 Total Pay: 675.00 61.88

adjusted for over 40 hours

Total Hrs: 40.00 7.75
 Rate/Hr: 15.00 22.50
 Total Pay: 600.00 174.38

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Gross Pay: **736.88**

Adjusted Gross Pay: **774.38**