

Weekly Employee Time Sheet

Week Starting: 01/01/2013

Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs
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Tue 1/1	8:00 AM	12:00 PM	12:30 PM	6:00 PM			
Wed 1/2	8:00 AM	11:00 AM	11:30 PM	4:30 PM			
Thu 1/3	8:00 AM	12:00 PM	12:30 PM	4:30 PM			
Fri 1/4	8:00 AM	11:00 AM	12:30 PM	6:30 PM			
Sat 1/5	8:00 AM	12:00 PM	12:30 PM	3:00 PM			
Sun 1/6	8:00 AM	12:00 PM	12:15 PM	3:00 PM			
Mon 1/7							

Total Hrs:

Rate/Hr:

10.50	15.75
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Total Pay:

0.00	0.00
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Employee Signature _____ Date _____

Manager Signature _____ Date _____

adjusted for over 40 hours

Total Hrs:

Rate/Hr:

10.50	15.75
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Total Pay:

0.00	0.00
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Grand Total Pay:

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Adjusted Grand total:

0.00
