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| **Weekly Timesheet** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |  |  |  |  |
| **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |  |  |  |  |
| **Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Date | Notes | | Start Time | End Time | Reg Hrs | OT Hrs | DT Hrs | Total Hrs |
|  |  | |  |  |  |  |  |  |
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|  |  |  |  | **Total hours** |  |  |  |  |
|  |  |  |  | **Rate p/hr ($)** |  |  |  |  |
|  |  |  |  | **Total pay ($)** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |