

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: _____