|  |  |
| --- | --- |
| A picture containing text  Description automatically generated**SIMPLE WEEKLY TIMESHEET TEMPLATE** |   |
| **WEEK OF** |   | **DATE** | **START**  | **FINISH**  | **REGULAR HOURS** | **OVERTIME HOURS** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
| 12/11/2027 |   | 12/11/2027 | 8:00 AM | 5:00 PM | 8 | 1 |   |   |   |   | **9** |
| **EMPLOYEE NAME** |   | 12/12/2027 |   |   |   |   |   | 8 |   |   | **8** |
|   |   | 12/13/2027 | 8:00 AM | 4:00 PM | 8 |   |   |   |   |   | **8** |
| **EMPLOYEE ID** |   | 12/14/2027 | 8:00 AM | 4:00 PM | 8 |   |   |   |   |   | **8** |
|   |   | 12/15/2027 | 8:00 AM | 6:00 PM | 8 | 2 |   |   |   |   | **10** |
|   |   | 12/16/2027 |   |   |   |   |   |   |   |   | **0** |
| *Complete non-shaded cells, only.*  |   | 12/17/2027 |   |   |   |   |   |   |   |   | **0** |
|   |   | **TOTAL HOURS** | **32** | **3** | **0** | **8** | **0** | **0** | **43** |
|   |   | **RATE PER HOUR** | $20.00 | $30.00 | $20.00 | $20.00 | $20.00 | $20.00 | **WEEKLY TOTAL PAY** |
|   |   | **TOTAL PAY PER DAY** | **$640.00** | **$90.00** | **$0.00** | **$160.00** | **$0.00** | **$0.00** | **$890.00** |

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