|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11404&utm_source=integrated+content&utm_campaign=/content/weekly-timesheet-templates&utm_medium=Simple+Weekly+Timesheet+doc+11404&lpa=Simple+Weekly+Timesheet+doc+11404&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**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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