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| [A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Simple+Weekly+Timesheet+doc+11550&lpa=Simple+Weekly+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SIMPLE WEEKLY TIMESHEET TEMPLATE** | | | | | | | | | | | | |  |
| **WEEK OF** |  | **DATE** | **START** | **FINISH** | **REGULAR HOURS** | **OVERTIME HOURS** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **EMPLOYEE ID** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *Complete non-shaded cells, only.* |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **TOTAL HOURS** | | |  |  |  |  |  |  |  |
|  |  | **RATE PER HOUR** | | |  |  |  |  |  |  | **WEEKLY  TOTAL PAY** |
|  |  | **TOTAL PAY PER DAY** | | |  |  |  |  |  |  |  |

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