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| 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** |
|  |   |  |  |  |  |  |  |  |   |   |  |
| **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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