**WEEKLY PROJECT TIMESHEET TEMPLATE**

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| **EMPLOYEE** |  |
| **PROJECT** |   |
| **WEEK OF** |   |
|   |   |   |   |   |   |   |   |   |   |
| **DAY OF THE WEEK** | **START** | **FINISH** | **REGULAR HOURS** | **OVERTIME** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
|   |   |   |   |   |   |   |   |   |  |
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| Rate/HR |   |   |   |   |   |   |   |   |   |
| **Total Pay:** |  |  |  |  |  |  |  |  |

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