

Weekly timesheet

Name _____

Employer _____

Week starting _____

Hourly rate _____

Day	Date	Time in	Time out	Unpaid break (min)	Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours					
Regular hours					
Overtime hours (over 40 in a week)					
Pay before taxes					

Worker signature

Date

Supervisor signature

Date

Overtime here follows the US federal rule: hours over 40 in a workweek are paid at 1.5 times your rate. Some states, such as California, also count overtime by the day. Free timesheet from paidforeveryhour.com