Basic Weekly Timesheet Form

This **basic weekly timesheet form** sample is designed to help small businesses efficiently track employee hours and manage payroll. It provides a simple and clear layout to record daily work times, breaks, and total weekly hours. Ideal for improving accuracy and organization in workforce management.

Employee Name:	
Week Starting:	**Week Ending:**

Day	Time In	Lunch/Break (mins)	Time Out	Total Hours	Notes
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Weekly Hours					

Employee Signature:		Date:	
Manager Signature:		**Date:**	