Hourly Timesheet Form Sample

The **hourly timesheet form sample** simplifies tracking work hours, including regular and overtime calculations, ensuring accurate payroll processing. This form helps employees log start and end times efficiently, while automatically computing total hours worked. Utilizing this template enhances time management and labor cost accuracy for businesses.

Employee Name: [_____]   **Week Ending:** [_____]

Timesheet

Date	Start Time	End Time	Break (hrs)	Regular Hours	Overtime Hours	Total Hours	Initials
2024-06-10	08:00 AM	05:00 PM	1	8	0	8	
2024-06-11	08:00 AM	06:30 PM	1	8	1.5	9.5	
2024-06-12	08:30 AM	05:00 PM	0.5	8	0	8	
2024-06-13	09:00 AM	06:00 PM	1	8	1	9	
2024-06-14	08:00 AM	05:00 PM	1	8	0	8	
Weekly Totals				**40**	**2.5**	**42.5**	

Overtime Calculation

- Regular daily hours are up to 8 hours per day.
- Overtime is any time worked over 8 hours in a day.
- Weekly regular hours capped at 40; hours beyond that are overtime.

Authorization

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____