

# Printable Timesheet Form Sample

The **printable timesheet form sample** with overtime calculation simplifies employee work hour tracking and ensures accurate payroll processing. This form includes sections for regular hours, overtime, and total pay, making it easy to monitor labor costs. Ideal for businesses aiming to enhance time management efficiency.

## Employee Information

Name:		Employee ID:	
Department:		Week Ending:	

## Work Hours

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Regular Hours	Overtime Hours	Total Hours
__/__/__	Monday							
__/__/__	Tuesday							
__/__/__	Wednesday							
__/__/__	Thursday							
__/__/__	Friday							
__/__/__	Saturday							
__/__/__	Sunday							
Weekly Totals								

## Overtime & Pay Calculation

Regular Hourly Rate	Overtime Rate	Total Regular Pay	Total Overtime Pay	Total Pay
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_