

Weekly Timesheet Form Sample (Excel Format)

Download this **weekly timesheet form sample** in Excel format to efficiently track your work hours and manage payroll. Its user-friendly layout helps ensure accurate timekeeping for all employees. Simplify your weekly time tracking process with this ready-to-use template.

Download Link

[Click here to download the Weekly Timesheet Form \(.xlsx\)](#)

Preview

Employee Name	Week Starting				
Date	Day	Time In	Time Out	Break (mins)	Total Hours
01/01/2024	Monday	09:00	17:00	60	7.0
02/01/2024	Tuesday	09:00	17:00	60	7.0
03/01/2024	Wednesday	09:00	17:00	60	7.0
04/01/2024	Thursday	09:00	17:00	60	7.0
05/01/2024	Friday	09:00	17:00	60	7.0
06/01/2024	Saturday				
07/01/2024	Sunday				
Total Hours Worked					35.0

Instructions

1. Enter your name and the start date of the week.
2. Fill in your **time in** and **time out** for each day worked.
3. Record your break duration in minutes.
4. Total hours are calculated as (Time Out - Time In) minus break time.
5. At week's end, sum up the total hours worked for payroll submission.