Weekly Employee Timesheet Form

This **weekly employee timesheet form** sample template helps track work hours efficiently and accurately. It simplifies payroll processing and ensures compliance with labor regulations. Ideal for businesses seeking organized time management solutions.

Employee Name: _____ **Employee ID:** _____

Week Starting: _____

Day	Date	Time In	Time Out	Break (hrs)	Total Hours	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Weekly Total Hours						

Employee Signature: _____ **Date:** _____

Manager/Supervisor Approval: _____ **Date:** _____