

# Weekly Timesheet Form

This **weekly timesheet form** sample provides a detailed layout for tracking hours worked and corresponding hourly rates. It ensures accurate calculation of total wages and simplifies payroll processing. Ideal for businesses needing precise employee time and payment records.

Employee Name			Employee ID			Week Starting		
Date	Day	Time In	Time Out	Breaks (hrs)	Hours Worked	Hourly Rate	Daily Total (\$)	Notes
2024-06-10	Monday	09:00	17:00	1.0	7.0	20.00	140.00	
2024-06-11	Tuesday	09:00	17:00	1.0	7.0	20.00	140.00	
2024-06-12	Wednesday	09:00	17:00	1.0	7.0	20.00	140.00	
2024-06-13	Thursday	09:00	17:00	1.0	7.0	20.00	140.00	
2024-06-14	Friday	09:00	17:00	1.0	7.0	20.00	140.00	
2024-06-15	Saturday							
2024-06-16	Sunday							
Weekly Total:					35.0		700.00	

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

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_