Weekly Hourly Timesheet Form Sample Template

This **weekly hourly timesheet** form sample template is designed to help employees accurately record their work hours each day. It streamlines tracking of regular and overtime hours, ensuring efficient payroll processing. Easily customizable, this template supports better time management and accountability.

Employee Information

Employee Name:		**Employee ID:**	
Department:		**Week Starting:**	

Weekly Timesheet

Date	Day	Clock In	Clock Out	Breaks (hrs)	Regular Hours	Overtime Hours	Notes
	Monday	08:00 AM	05:00 PM				
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Weekly Totals							

Approvals

Employee Signature:		**Date:**	
Supervisor Signature:		**Date:**	