WEEKLY TIMESHEET

Employee	[Name]
Week starting	[YYYY-MM-DD]
Hourly rate	
Weekly hours before overtime	40
Overtime multiplier	1.5×

Day	Date	Start	End	Break (min)	Hours worked	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Type times as hh:mm (e.g. 08:30) and the break in minutes. A shift that ends after midnight is counted correctly.

Overtime rules differ by country, state and contract. Change C6 and C7 to match yours.

Total hours	**0.00**
Regular hours	**0.00**
Overtime hours	**0.00**
Regular pay	**0.00**
Overtime pay	**0.00**
Total pay	**0.00**

Employee signature: _____ **Manager signature:** _____