

## Employee Timesheet — Whole Team

One row per person, one week per sheet. Hours in, payroll totals out.

## WebWork Time Tracker

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Company / department \_\_\_\_\_ Week starting (Mon) \_\_\_\_\_ Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

[illegible]

**How to use.** Enter daily hours as decimals — 7.5 means seven and a half hours. Overtime is hours past 40 in the week, paid at 1.5×.

Employee signature \_\_\_\_\_ Manager approval \_\_\_\_\_ Date approved \_\_\_\_\_

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