

Weekly Timesheet

Monday to Sunday, with the overtime line drawn at 40 hours for the week.

Employee name

Week starting (Mon)

Department / role

Manager

DAY	DATE	TIME IN	TIME OUT	BREAK (HRS)	TOTAL HOURS	REGULAR	OVERTIME	NOTES
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL								

How to use. Overtime starts after 40 hours in the workweek (federal FLSA rule). Some states also pay daily overtime after 8 hours.

Employee signature

Manager approval

Date approved