

## WEEKLY TIMESHEET

### Company Name

Street Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Employee Name: \_\_\_\_\_


Manager Name: \_\_\_\_\_

Pay period start date: \_\_\_\_\_

Pay period end date: \_\_\_\_\_

Employee phone: \_\_\_\_\_

Employee email: \_\_\_\_\_

Day	Date	Regular Hours	Overtime Hours	Sick Time	Vacation Hours	Total
						0
						0
						0
						0
						0
						0
						0
	<b>Total hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Rate per hour</b>					
	<b>Total pay</b>	\$0	\$0	\$0	\$0	\$0

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date


## BIWEEKLY TIMESHEET

**Company Name**

Street Address: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Employee Name: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_

Pay period start date: \_\_\_\_\_  
 Pay period end date: \_\_\_\_\_

Employee phone: \_\_\_\_\_  
 Employee email: \_\_\_\_\_

Day	Date	Regular Hours	Overtime Hours	Sick Time	Vacation Hours	Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
	<b>Total hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Rate per hour</b>					
	<b>Total pay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date