

# [Company Name]

## Weekly Time Sheet

Employee: \_\_\_\_\_  
Employee phone: \_\_\_\_\_  
Employee e-mail: \_\_\_\_\_

Manager: \_\_\_\_\_  
Manager phone: \_\_\_\_\_  
Manager e-mail: \_\_\_\_\_

Week ending: \_\_\_\_\_ 1/15/2007

Day		Regular Hours	Overtime	Sick	Vacation	Total
Monday	1/9/2007					
Tuesday	1/10/2007					
Wednesday	1/11/2007					
Thursday	1/12/2007					
Friday	1/13/2007					
Saturday	1/14/2007					
Sunday	1/15/2007					
Total hours						
Rate per hour						
Total pay						

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

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