TimeClick

Team Weekly Timesheet

Up to 15 employees, one row each. Write each day's hours worked as h:mm (7:30 is seven and a half hours).

Crew or department _____ Week starting (Monday) _____

Supervisor _____ Week ending _____

#	Employee name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total (h:mm)	Total (decimal)	Regular hours	Overtime hours
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
	Team total											

Write 7:30 for seven and a half hours, not 7.30. In decimal hours, 7:30 is 7.50.
Regular hours are the first 40 in the workweek; hours over 40 are overtime (federal FLSA). Some states also have daily overtime.

I confirm the hours on this timesheet are correct.

Supervisor signature _____ Date _____