TimeClick

Filled-in example

Weekly Timesheet

One employee, Monday to Sunday. Hours over 40 in the workweek are overtime.

Employee name Jordan Lee

Week starting (Monday) Mon, Mar 1, 2027

Employee ID 1042

Department Shop

Week ending Sun, Mar 7, 2027

Manager Dana Ruiz

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday	Mon, Mar 1	8:00 AM	12:00 PM	12:30 PM	4:00 PM	0:30	7:30	7.50	
Tuesday	Tue, Mar 2	7:45 AM	12:00 PM	12:30 PM	5:15 PM	0:30	9:00	9.00	
Wednesday	Wed, Mar 3	8:00 AM	12:00 PM	12:45 PM	5:00 PM	0:45	8:15	8.25	
Thursday	Thu, Mar 4	8:00 AM	12:00 PM	12:30 PM	6:10 PM	0:30	9:40	9.67	
Friday	Fri, Mar 5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Saturday	Sat, Mar 6	9:00 AM			1:00 PM		4:00	4.00	
Sunday	Sun, Mar 7								
Week total						**2:45**	**46:25**	**46.42**	

How to fill it out

1. Write the time in, lunch out, lunch in and time out for each day.
2. Leave lunch blank if no lunch was taken.
3. Daily hours = time out minus time in, minus the lunch break.
4. Decimal hours are for payroll: 30 minutes is 0.50 hours.
5. Example: 8:00 AM to 4:00 PM with a 30-minute lunch is 7:30, or 7.50 hours.

Week summary

	Decimal	h:mm
Total hours	46.42	46:25
Regular hours (up to 40)	40.00	40:00
Overtime hours (over 40)	6.42	6:25

I confirm the hours on this timesheet are correct.

Employee signature _____ Date _____

Manager signature _____ Date _____