TimeClick

Weekly Timesheet

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

Employee name _____ Week starting (Monday) _____

Employee ID _____ Department _____ Week ending _____

Manager _____

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Week total									

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		
Regular hours (up to 40)		
Overtime hours (over 40)		

I confirm the hours on this timesheet are correct.

Employee signature _____ Date _____

Manager signature _____ Date _____