**PRINTABLE WEEKLY TIMESHEET TEMPLATE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK OF** |  |  | **EMPLOYEE NAME** | **EMPLOYEE ID** |  |  |   |
|  |    |    |
|   |
| **DATE** | **START TIME** | **FINISH TIME** | **REGULAR HOURS** | **OVERTIME HOURS** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  |  |  |  |  |  |  |
| **RATE PER HOUR** |  |  |  |  |  |  | **WEEKLY TOTAL PAY** |
| **TOTAL PAY PER DAY** |  |  |  |  |  |  |  |

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