**[](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Printable+Weekly+Timesheet+doc+11550&lpa=Printable+Weekly+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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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