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## Weekly Timesheet

Name: .....

Start date: .....

Department: .....

Regular hrs: .....

Supervisor: .....

Hourly rate: .....

Day	Start time	Finish time	Break (h)	Regular hours	PTO (h)	Sick (h)	Overtime (h)	Total hours
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
WEEKLY TOTALS								
HOURLY RATE								
WEEKLY TOTAL PAY								

.....  
Employee signature

.....  
Date

.....  
TOTAL WEEKLY HOURS

.....  
Supervisor signature

.....  
Date

.....  
TOTAL WEEKLY PAY

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