| **Weekly Timesheet** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |  |  |  |  |
| **Week Starting:** | |  | | |  |  |  |  |  |  |
| **Employee Name:** | |  | | |  |  |  |  |  |  |
| **Manager Name:** | |  | | |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |
| Date | Notes | | | Start Time | End Time | Break Hrs | Reg Hrs | OT Hrs | DT Hrs | Total Hrs |
|  |  | | |  |  |  |  |  |  |  |
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|  |  |  | |  | **Total hours** |  |  |  |  |  |
|  |  |  | |  | **Rate p/hr ($)** |  |  |  |  |  |
|  |  |  | |  | **Total pay ($)** |  |  |  |  |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |