| **[Company Name]** | **Employee Name:** | **Standard Pay Rate:** |
| --- | --- | --- |
| **[Company Address]** | **Employee Number:** | **Overtime Pay Rate:** |
| **[Company Phone Number]** | **Supervisor Name:** | **Week of:** |

| **Day** | **Date** | **Project/Tasks** | **Start Time** | **Breaks** | **Finish Time** | **Regular Hours** | **Overtime Hours** | **Other** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS FOR WEEK:** | | | | | |  |  |  |
| **RATE:** | | | | | |  |  |  |
| **SUB-TOTAL:** | | | | | |  |  |  |
| **TOTAL:** | | | | | |  | | |

| **Additional Items** | | | |
| --- | --- | --- | --- |
| Date | QTY | Cost Code | Comments |
|  |  |  |  |
| Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | |
| Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | |