

SIMPLE WEEKLY TIMESHEET TEMPLATE

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WEEK OF

EMPLOYEE NAME

EMPLOYEE ID

Complete non-shaded cells, only.

DATE	START TIME	FINISH TIME	REGULAR HOURS	OVERTIME HOURS	SICK	VACATION	HOLIDAY	OTHER	TOTAL HOURS
TOTAL HOURS									
RATE PER HOUR									WEEKLY TOTAL PAY
TOTAL PAY PER DAY									

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