**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11404&utm_source=integrated+content&utm_campaign=/content/weekly-timesheet-templates&utm_medium=Weekly+Timesheet++for+Multiple+Employees+doc+11404&lpa=Weekly+Timesheet++for+Multiple+Employees+doc+11404&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)WEEKLY TIMESHEET TEMPLATE  
FOR MULTIPLE EMPLOYEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | |  | **HOURS** |
|  | | **SHIFT** |  |
| **EMPLOYEE NAME** | | **IN** |  |
|  | | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | | **BREAK** |  |
|  | | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | |  | **HOURS** |
|  | | **SHIFT** |  |
| **EMPLOYEE NAME** | | **IN** |  |
|  | | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | | **BREAK** |  |
|  | | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | |  | **HOURS** |
|  | | **SHIFT** |  |
| **EMPLOYEE NAME** | | **IN** |  |
|  | | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | | **BREAK** |  |
|  | | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

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| --- | --- | --- | --- |
| **DATE** | |  | **HOURS** |
|  | | **SHIFT** |  |
| **EMPLOYEE NAME** | | **IN** |  |
|  | | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | | **BREAK** |  |
|  | | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | |  | **HOURS** |
|  | | **SHIFT** |  |
| **EMPLOYEE NAME** | | **IN** |  |
|  | | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | | **BREAK** |  |
|  | | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

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