

Employee Name:

Manager Name:

Week Starting:

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Employee Signature: _____

Manager Signature: _____

Total Hours

Rate Per Hour

Total Pay

Time Doctor (Sample Weekly Timesheet)

Employee Name: John Doe

Manager Name: Jane Doe

Week Starting: 10/17/2016

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
10/17/2016	Monday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
10/18/2016	Tuesday	8:30 AM	11:00 AM	1:30 PM	4:00 PM	5:00
10/19/2016	Wednesday	8:21 AM	11:00 AM	1:00 PM	4:30 PM	6:09
10/20/2016	Thursday	8:00 AM	10:45 AM	1:00 PM	7:00 PM	8:45
10/21/2016	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
10/22/2016	Saturday	8:00 AM	11:00 AM			3:00
10/23/2016	Sunday					0:00

Employee Signature: _____

Manager Signature: _____

Total Hours

36:54

Rate Per Hour

\$15.00

Total Pay

\$553.50