|  |
| --- |
|  |
|   |   |   |   |   |   |   |   |
| **Employee Name:** |   |   |  |  |
| **Manager Name:** |   |   | **Week Starting:** |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** |  |
| **Employee Signature:** |   |   |   | Rate Per Hour |   |
| **Manager Signature:** |   |   |  |  | **Total Pay** |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  |  |  |  |   |   |   |   |
|  |  |  |  |   |   |  | Brought to you by TimeDoctor.com |
| **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 |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** | **36:54** |
| **Employee Signature:** |   |   |   | Rate Per Hour | $15.00 |
| **Manager Signature:** |   |   |  |  | **Total Pay** | **$553.50** |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  |  |  |  |   |   |   |   |
|  |  |  |  |   |   |  | Brought to you by TimeDoctor.com |