

TimeSheet

| Date | Day | Task Description | Start Time | End Time | Break | Total Hours |
|--------------|-----------|------------------|------------|----------|-------|-------------|
| | Monday | | | | | |
| | Tuesday | | | | | |
| | Wednesday | | | | | |
| | Thursday | | | | | |
| | Friday | | | | | |
| | Saturday | | | | | |
| | Sunday | | | | | |
| TOTAL | | | | | | |

Calculations & Notes

Regular Hours: _____

Overtime Hours: _____

Total Weekly Hours: _____

Employee Signature: _____ Date: _____

Approval Signature: _____ Date: _____