Weekly timesheet

Employee: _____ Hourly rate: _____

Company: _____

Week starting: _____

Day	Date	Start	End	Break (min)	Hours	Client / job / notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						

Employee signature: _____ Approved by: _____

Free template from Stafflog. Track your team's hours on the phone: stafflog.pl/en