Time Sheet

Week Of: Start Date — End Date

# company name

## Company Slogan

Street Address  
City, ST ZIP Code  
Phone Number  
Fax Number

|  |  |
| --- | --- |
| Employee name: Windows User | Title: Your Title |
| Employee number: Your Employee Number | Status: Your status |
| Department: Department name | Supervisor: Supervisor name |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Start Time | End Time | Regular Hours | Overtime Hours | Total Hours |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Date |  |  |  |  |  |
| Weekly Totals |  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |
| Employee signature: | Date: Date |
| Supervisor signature: | Date: Date |