[](https://www.generalblue.com/)**WEEKLY EMPLOYEE TIMESHEET**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Employee Name:** |  |
| **Start Date:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Day | Regular  Hours | Overtime Hours | Holiday | Sick | Vacation | Other | Total |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| Total Hours |  |  |  |  |  |  |  |  |
| Rate Per Hour |  |  |  |  |  |  |  |  |
| **Total Pay** |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
|  |  |  |  |
| Manager Signature |  | Date |  |