**WEEKLY TIMESHEET WITH TASKS**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  |  |  |
| Department: |  |  Rate Per Hour: |  |
| Week Start Date: |  |  Total Weekly Pay: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Day | Projects/Tasks | RegularHours | Overtime Hours | Other | Total Hours |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Weekly Hours: |  |  |  |  |
|  |  |  |  |  |  |  |

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

