Weekly timesheet: week 1

Write the start and finish time for each day, take off unpaid breaks, and add up the hours. Use the second page for a fortnight. Hours worked = finish − start − unpaid break (in hours).

Employee _____ Approver _____ Week starting _____

Day	Date	Start	Finish	Unpaid break (min)	Hours worked	Leave type and hours	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Hours worked this week: _____ Overtime hours: _____

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Weekly timesheet: week 2

Employee _____ Approver _____ Week starting _____

Day	Date	Start	Finish	Unpaid break (min)	Hours worked	Leave type and hours	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Hours worked this week: _____ Overtime hours: _____

Employee signature and date _____ Approver signature and date _____

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