



Weekly Employee Time Sheet

Employee Name: _____

Pay period start date: _____

Department/Job
Number: _____

Pay period end date: _____

Last 4 Digits of SS: _____

Returning to job or job complete? _____

| Date | Start Time | End Time | Regular Hours | Overtime Hours | PTO Hours | Total Hours |
|------|------------|----------|---------------|----------------|-----------|-------------|
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I certify that the above hours shown here represent the hours I worked on the dates stated.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

