**WEEKLY TIMESHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF EMPLOYEE:** |  | **WEEK ENDING:** |  |
| **PROJECT ACTIVITY:** |  | **DEPARTMENT:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY OF THE WEEK:** | **MORNING** | | **AFTERNOON** | | **OVERTIME** | | **OFFICE USE ONLY**  **REGULAR OVERTIME**  **HOURS HOURS** | |
| **IN**  **e.g. 6.15 am** | **OUT**  **e.g. 11.20 pm** | **IN**  **e.g. 12.35 pm** | **OUT**  **e.g. 4.45 pm** | **IN**  **e.g. 5.00 pm** | **OUT**  **e.g. 7.30 pm** |
| **MONDAY** |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS:** |  |  |  |  |  |  |  |  |

**THIS TIMESHEET MUST BE PERSONALLY FILLED OUT AND SIGNED BY THE EMPLOYEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE SIGNATURE:** |  | **DATE:** |  |

Weekly Timesheet, Version 1, 17 June 2016