|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Timeclockwizard | | | | | | | | | |
| Weekly Timesheet | | | | | | | | | | |
|  |  | | |  | Week of: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Employee: |  | |  | Hourly rate: |  | Overtime: |  |  |  |
|  | Department: |  | |  |  |  |  |  |  |  |
|  | Supervisor: |  | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Date | Regular | Overtime | Vacation | Sick | Other Paid | Unpaid | Total |  |
|  | Sun |  |  |  |  |  |  |  |  |  |
|  | Mon |  |  |  |  |  |  |  |  |  |
|  | Tue |  |  |  |  |  |  |  |  |  |
|  | Wed |  |  |  |  |  |  |  |  |  |
|  | Thu |  |  |  |  |  |  |  |  |  |
|  | Fri |  |  |  |  |  |  |  |  |  |
|  | Sat |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Totals |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Hours Paid: |  |  |  |
|  |  |  |  |  |  |  | Hours Unpaid: | |  |  |
|  |  |  |  |  |  |  | Gross Pay: |  | 0.00 |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  | | |  |  | | |  |  |  |
|  | Employee signature | | Date |  | Supervisor signature | | Date |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |