



INDIVIDUAL WEEKLY TIMESHEET

Employee _____

Week Ending _____

Employee Instructions: Accurately record all hours worked each with start and end time as well as meal break time and total your daily and weekly hours.
Manager Instructions: Record absence codes when applicable. Complete Daily and Weekly Totals, Sign for approval and submit to Payroll by Monday 9am.

Table with columns: FOR EMPLOYEES (Date, Day, Shift Start Time, Meal Break Start, Meal Break End, Shift End Time, Total Hours Worked -excluding meal breaks, Supervisor Approval) and Manager's Use Only (Jan., Comm., Home, Boat, Reason for Absence). Rows include days of the week and a TOTAL WEEKLY HOURS row.

I certify that the hours I have recorded are accurate. _____

Employee's Signature

_____ Date

Weekly Summary -- To be completed by the Manager or Payroll:

Total Regular Hours Worked _____
Total Hours Worked over 40 (OT) _____

Total Absence Paid Hours _____
Total Absence Unpaid Hours _____

Manager's Signature

Date

Note: Only actual time worked will be considered for OT Calculation. Items designated above, such as PTO, Jury Duty, Holiday, etc. are not counted as "hours worked" for OT calculation. ALL OT MUST BE APPROVED IN ADVANCE.