

# WEEKLY TIME SHEET

Your Company Name,  
Logo and Details Here

Employee \_\_\_\_\_

Manager \_\_\_\_\_

Address \_\_\_\_\_

Employee Phone \_\_\_\_\_

Employee e-mail \_\_\_\_\_

Postcode \_\_\_\_\_

Week Ending DATE: \_\_\_\_\_

Day	Date	Regular Hours	Overtime	Sick	Holiday	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours						
Rate per pay						
Total pay		£	£	£	£	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_