Weekly timesheet

getpinpost.com

Employee	
Week starting	
Site / job	

Day	Date	Start	Finish	Break (min)	Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total hours	
Overtime after (hours a week)	40
Regular hours	
Overtime hours	

Employee signature	
Manager signature	

Enter times as 24-hour hh:mm (for example 07:30 and 16:00). A shift past midnight counts into the next day.
Hours are decimal hours after the break, ready for payroll.
Free template from Pinpost (getpinpost.com): QR + GPS clock-in that fills this in for you.