Your Business Name

Street address, City, State

EMPLOYEE TIMESHEET

Employee
ID / role
Hourly rate

Period #
Period
Payday

Date	Day	Time in	Time out	Unpaid break (min)	Hours	Regular	Overtime	Notes
Totals								

Hours by workweek

Week of	Hours	Regular	Overtime

Overtime (federal default): hours over 40 in a workweek, paid at 1.5x. Check your state's rules.

Paid time off this period

Date	Type	Hours

Pay summary (estimate)

Regular hours	
Overtime hours	
Paid time off hours	
Total paid hours	
Gross pay (est.)	

Employee certification
I certify that this timesheet shows all hours I worked in this pay period, that I was not asked to work off the clock, and that the unpaid meal breaks shown are correct.

Employee signature _____ Date _____

Supervisor approval _____ Date _____

Gross pay is an estimate before taxes and deductions. Keep signed timesheets with your payroll records.

Free sample · Full editable pack: bizdocs.paplead.com/templates/employee-timesheet-schedule-pto-tracker