MONITASK

Blank weekly timesheet for printing

No formulas, no shading, wide rows. Print it, clip it to a board, fill it in.

Employee _____ **Week starting** _____

Role / department _____ **Supervisor** _____

Rounding rule in use _____ **Hourly rate** _____

Day	Date	Time in	Time out	Break	Total hours	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEK TOTAL						

Total hours this week		**Overtime hours (over 40)**	

Employee signature and date _____ **Supervisor approval and date** _____

Free weekly timesheet template from Monitask. Overtime under the FLSA is owed above 40 hours in a workweek, not per pay period. This template is a record-keeping aid, not legal advice.