MONITASK

Standard weekly timesheet

One row per day. Add it up by hand, or use the Excel version to do it for you.

Employee _____ **Week starting** _____

Role / department _____ **Supervisor** _____

Day	Date	Time in	Time out	Hours worked	Decimal hours	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEK TOTAL						

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.

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Example: a week with a split shift, a long lunch and three hours of overtime

This form has no break column, so each day is entered as two rows — before the unpaid break and after it. The week still totals 43 hours.

Day	Date	Time in	Time out	Hours worked	Decimal hours	Notes
Monday		8:00	12:30	4h 30m	4.50	Morning
Monday		13:00	17:00	4h 00m	4.00	After lunch (30 min unpaid)
Tuesday		8:00	12:30	4h 30m	4.50	Morning
Tuesday		13:00	17:00	4h 00m	4.00	After lunch (30 min unpaid)
Wednesday		8:00	12:00	4h 00m	4.00	Split shift - first half
Wednesday		16:00	20:00	4h 00m	4.00	Split shift - second half
Thursday		8:00	12:00	4h 00m	4.00	Morning
Thursday		12:45	18:15	5h 30m	5.50	Lunch ran 45 min, not 30
Friday		8:00	12:30	4h 30m	4.50	Morning
Friday		13:00	17:00	4h 00m	4.00	After lunch (30 min unpaid)
WEEK TOTAL				**43h 00m**	**43.00**	**3 hours of this is overtime**

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Standard weekly timesheet — how to use it

Filling it in

1. Fill the header before the first shift of the week, not at the end of it.
2. Write times as 8:00 and 17:00, and keep to one convention all week.
3. Enter a split shift as two rows. One row from 8:00 to 20:00 with a gap in the middle reads twelve hours when the day was eight.
4. Write down the break that happened, not the break that was scheduled. A pre-printed 30 minutes against a 45-minute lunch overstates the day.
5. Convert minutes to decimal hours by dividing by 60: 7 hours 45 minutes is 7.75, not 7.45. That single mistake is worth $6 a day at $20 an hour.
6. Compare the week's total against 40 hours, not the pay period's total. Overtime is a weekly calculation.
7. Sign it, get it approved, and keep a copy before it goes to payroll.

About this template

1. This version has no break column. Record an unpaid break by entering the day as two rows, or use the weekly timesheet with breaks instead.
2. Word and PDF do not calculate. The Excel and Google Sheets versions of this template total the week, convert to decimal hours and flag overtime for you.

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