MONITASK

Weekly timesheet with breaks

Unpaid breaks come off the day. Paid breaks are recorded but not deducted.

Employee _____ **Week starting** _____

Role / department _____ **Supervisor** _____

Day	Date	Time in	Time out	Unpaid break start	Unpaid break end	Paid break (min)	Hours worked	Decimal	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: 43 hours, with an unpaid lunch that ran long

The unpaid break is recorded as a start and an end time, and comes off the day. The 15-minute paid rest break on Friday does not — it is already inside the clocked time.

Day	Date	Time in	Time out	Unpaid break start	Unpaid break end	Paid break (min)	Hours worked	Decimal	Notes
Monday		8:00	17:00	12:00	12:30	-	8h 30m	8.50	
Tuesday		8:00	17:00	12:00	12:30	-	8h 30m	8.50	
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	18:15	12:00	12:45	-	9h 30m	9.50	Lunch ran to 45 min, not 30
Friday		8:00	17:00	12:00	12:30	15	8h 30m	8.50	15 min paid rest break
WEEK TOTAL						**15**	**43h 00m**	**43.00**	

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Weekly timesheet with breaks — 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. Unpaid breaks are deducted from the day. Paid breaks are recorded for the record but not deducted.
2. If someone works through an unpaid lunch, that time is generally compensable. Write what happened rather than leaving a default in the column.

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