MONITASK

Weekly timesheet with tasks

One row per task, with a project subtotal block at the bottom.

Name _____ **Week starting** _____

Role / department _____ **Approver** _____

Date	Project	Client	Task description	Hours	Rate	Amount
WEEK TOTAL						

Subtotals by project

Project	Hours	Amount
PERIOD 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: one 43-hour week, billed across two clients

Date	Project	Client	Task description	Hours	Rate	Amount
Mon	Website redesign	Acme Corp	Wireframes, homepage and pricing	8.50	$85.00	$722.50
Tue	Website redesign	Acme Corp	Component build	8.50	$85.00	$722.50
Wed	Brand audit	Bluebird Ltd	Competitor review	4.00	$95.00	$380.00
Wed	Website redesign	Acme Corp	Client review call and revisions	4.00	$85.00	$340.00
Thu	Internal	-	Hiring, admin and planning	9.50	-	-
Fri	Brand audit	Bluebird Ltd	Findings deck	8.50	$95.00	$807.50
WEEK TOTAL				**43.00**		**$2,972.50**

Project	Hours	Amount
Website redesign	21.00	$1,785.00
Brand audit	12.50	$1,187.50
Internal	9.50	$0.00
PERIOD TOTAL	**43.00**	**$2,972.50**

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Weekly timesheet with tasks — 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. Each row is a task, not a day. A day spent on three projects is three rows.
3. Enter hours in decimal — 90 minutes is 1.50, not 1.30.
4. Rate times hours gives the amount. Leave the rate blank for non-billable work.
5. Total each project at the bottom, then the week.
6. Sign it, get it approved, and keep a copy before it goes to payroll.

About this template

1. The Excel and Google Sheets versions do the per-project subtotals for you with SUMIF, and the billable amounts.

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