

Company			
Employee			
Week From		To	

Date		Employee Signature	
Date		Manager Signature	
Standard Pay Rate		Overtime Pay Rate	

Day	Start Time	Lunch Start	Lunch End	End Time	Paid Time Off	Sick Hours	Holiday Hours	Vacation Hours	Regular Hours	Overtime Hours	Total Hours
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Weekly Total											
Rate											
Pay											
Total Pay											