Employee Timesheet

Record your actual start time, meal break and end time each day you work, in the same day you work it. Use clock time (for example 7:52 AM), not rounded estimates. Do not record work you did not do and do not leave out work you did, including time spent before or after your shift. For a biweekly pay period, complete one sheet per workweek. Sign and submit to your supervisor by [Day and time, e.g. Monday 10:00 AM].

EMPLOYEE AND PAY PERIOD

Employee legal name

Employee ID / payroll number

Job title / position

Department / cost center

Work location / site

Supervisor name

FLSA status

☐ Nonexempt (hourly) ☐ Nonexempt (salaried) ☐ Exempt (tracking for leave or billing only)

Pay frequency

☐ Weekly ☐ Biweekly ☐ Semimonthly

Workweek start (day and time, e.g. Sunday 12:00 AM)

Week beginning date

Week ending date

Week of pay period

☐ Week 1 ☐ Week 2 ☐ Single-week period

DAY 1: [SUNDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 2: [MONDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 3: [TUESDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 4: [WEDNESDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 5: [THURSDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 6: [FRIDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

DAY 7: [SATURDAY]

Date

Time in

Meal break start

Meal break end

Time out

Total hours worked

PAID LEAVE AND OTHER HOURS (NOT COUNTED AS HOURS WORKED)

Vacation / PTO hours (date and hours)

Sick leave hours (date and hours)

Holiday hours (date and hours)

Bereavement, jury duty or other paid leave (type, date, hours)

Unpaid leave hours (date and hours)

WEEKLY TOTALS (COMPLETED BY EMPLOYEE, CHECKED BY SUPERVISOR)

Total hours worked this workweek

Regular hours (up to 40, or as defined by state law)

Overtime hours (over 40 in the workweek, plus any state daily overtime)

Double-time hours (where state law requires)

Total paid leave hours

Shift differential hours and code (if applicable)

Project, job or client code (if hours are billed or allocated)

MISSED PUNCHES, CORRECTIONS AND MISSED BREAKS

Did you miss or have a shortened meal or rest break this week?

☐ No ☐ Yes (explain below)

Did you do any work outside the times recorded above (calls, email, setup, closing)?

☐ No ☐ Yes (explain below)

Explanation of corrections, missed punches or missed breaks

EMPLOYEE CERTIFICATION

I certify that the hours recorded on this timesheet are a true and complete record of all time I worked during this workweek, including any work performed before or after my scheduled shift or away from the worksite. I understand that I must report all time worked and that I will be paid for all hours worked. I also understand that falsifying a timesheet may result in disciplinary action.

SIGNATURES

Employee signature

Date

Date signed

Supervisor signature (approval)

Date

Supervisor printed name

Date approved

Supervisor comments or changes made (any change must be initialed by the employee)

PAYROLL USE ONLY

Date received by payroll

Entered by

Pay period ending date

Discrepancies resolved

☐ None found ☐ Resolved with employee ☐ Pending