

Company

Employee

Team / role

Week starting

Shift

Weekly regular hours

Day	Date	Check in	Check out	Break (min)	Hours	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						
Overtime hours						

Employee signature / date

Manager signature / date

Night shifts: if check-out is after midnight, hours = (24 – check-in) + check-out – breaks. Free template by ECOMHUTSY · <https://ecomhutsy.com/resources/templates/weekly-timesheet-template>