**Weekly Timesheet Log**

**Sales Department – Week Ending July 12, 2025**

**Kuldeep Kumar Sharma**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee ID | Name | Hours Spent | | | | | Total Hours | | Overtime Hours |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| E001 | Jane Smith | 8 | 8 | 7 | 8 | 6 | 37 | | 0 |
| E002 | Michael Brown | 9 | 9 | 8 | 10 | 8 | 44 | | **4** |
| E003 | Sarah Lee | 7 | 6 | 8 | 7 | 0 | 28 | | 0 |
| E004 | Raj Patel | 8 | 8 | 8 | 8 | 8 | 40 | | 0 |
| E005 | Lisa Nguyen | 8 | 8 | 8 | 10.5 | 7 | 41.5 | | **1.5** |
| E006 | Priya Sharma | 8 | 7 | 19 | 9 | 7 | 50 | | **10** |
| E007 | Rohan Gupta | 9 | 6 | 8 | 6 | 9 | 38 | | **0** |
| E008 | Aarti Singh | 7 | 8.5 | 9 | 10 | 8 | 42.5 | | **2.5** |
| E009 | Vivek Kumar | 8 | 9 | 7 | 8 | 8 | 40 | | **0** |
| E010 | Neha Patel | 8 | 7 | 9 | 7 | 9 | 40 | | 0 |
| Total Hours Spent This Week: | | | | | | | 421.5 | 29 | |

# **Comments:**

* E003 (Sarah Lee) was on leave Friday, July 11, 2025.
* E002, E005, E006 and E008 exceeded 40 hours; verify overtime eligibility with HR.
* Review scheduling for next week to balance workloads.