


Time Sheet Calculator in Excel

This example teaches you how to create a simple timesheet calculator in Excel. Cells that contain formulas are colored light yellow. If you are in a hurry, simply download the Excel file.


1. To automatically calculate the next 4 days and dates when you enter a start date, use the formulas below.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Start Date	11/21/2022									
3												
4					Time In	Time Out		Time In	Time Out		Hours	
5		Monday	11/21/2022		8:00	12:30		13:00	16:30		8:00	
6		=TEXT(C6,"dddd") =C5+1			7:00	11:00		12:00	17:00		9:00	
7		Wednesday	11/23/2022		9:00	10:30		11:30	17:00		7:00	
8		Thursday	11/24/2022		8:00	13:00		14:00	17:00		8:00	
9		Friday	11/25/2022		8:00	12:00		13:00	18:00		9:00	
10												
11												
12										Total Hours	41:00:00	
13										Regular Hours	40:00:00	
14										Overtime Hours	1:00:00	
15												



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2. Select the cells containing the times.


	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Start Date	11/21/2022									
3												
4					Time In	Time Out		Time In	Time Out		Hours	
5		Monday	11/21/2022		8:00	12:30		13:00	16:30		= (F5-E5)+(I5-H5)	
6		Tuesday	11/22/2022		7:00	11:00		12:00	17:00			9:00
7		Wednesday	11/23/2022		9:00	10:30		11:30	17:00			7:00
8		Thursday	11/24/2022		8:00	13:00		14:00	17:00			8:00
9		Friday	11/25/2022		8:00	12:00		13:00	18:00			9:00
10												
11												
12									Total Hours		=SUM(K5:K9)	
13									Regular Hours		40:00:00	
14									Overtime Hours		=IF(K12>K13, K12-K13,0)	
15												



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- [time-sheet.xlsx](#)

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