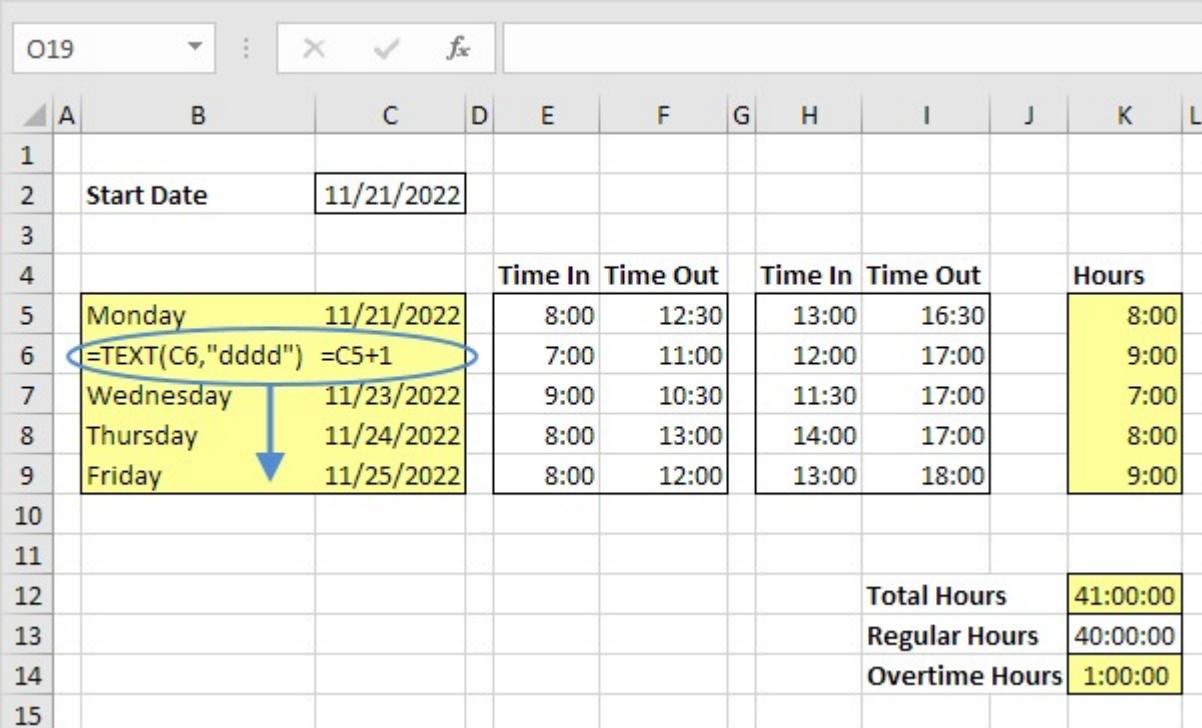


## Time Sheet Calculator in Excel

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												
5	Monday	11/21/2022		Time In	Time Out		Time In	Time Out		Hours		
6	=TEXT(C6,"dddd")	=C5+1		8:00	12:30		13:00	16:30		8:00		
7	Wednesday	11/23/2022		7:00	11:00		12:00	17:00		9:00		
8	Thursday	11/24/2022		9:00	10:30		11:30	17:00		7:00		
9	Friday	11/25/2022		8:00	13:00		14:00	17:00		8:00		
10				8:00	12:00		13:00	18:00		9:00		
11												
12									Total Hours	41:00:00		
13									Regular Hours	40:00:00		
14									Overtime Hours	1:00:00		
15												



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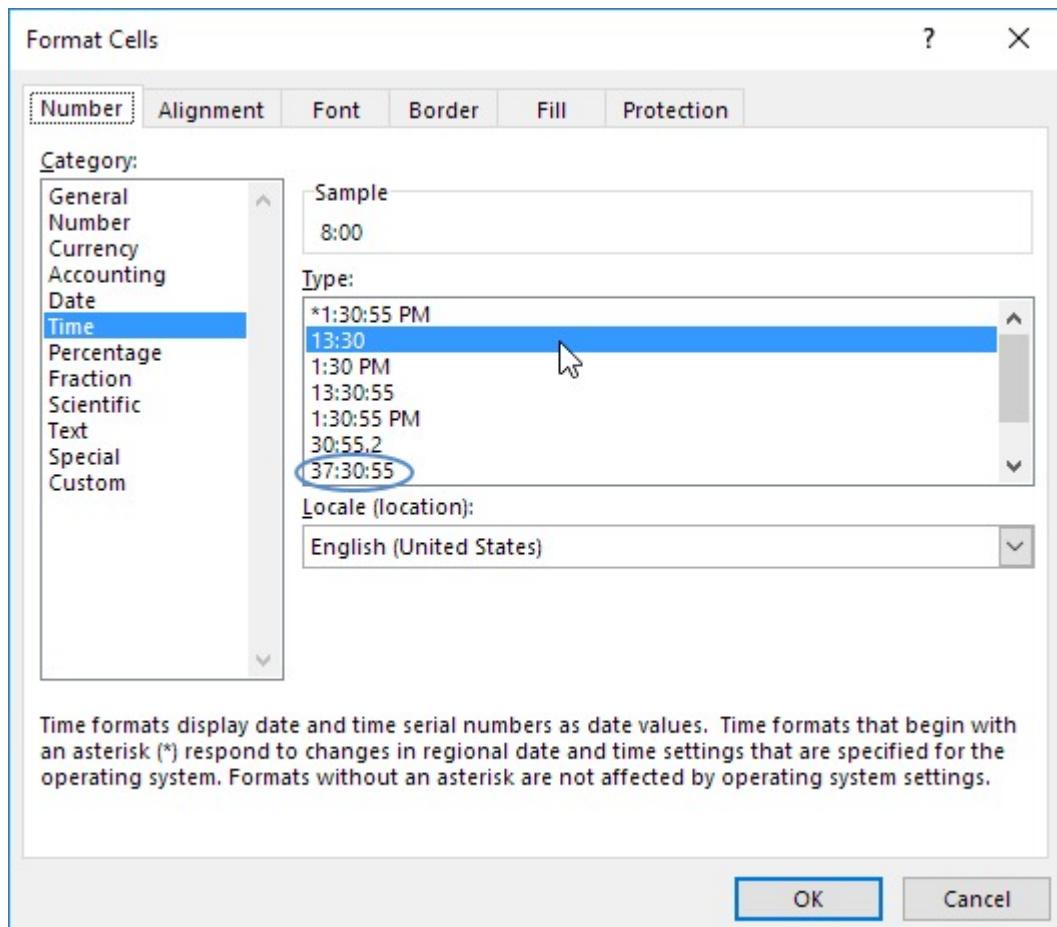
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2. Select the cells containing the times.

3. Right click, click Format Cells, and select the right Time format. Use the circled format for cell K12, K13 and K14.



4. To automatically calculate the hours worked each day, the total hours and the overtime hours, 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	=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 H	40:00:00				
14						Overtime H	=IF(K12>K13, K12-K13, 0)				
15											

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- Default Templates
- Time Sheet
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## ↓ Download Excel File

- [time-sheet.xlsx](#)

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