# Timesheet

|  |  |  |
| --- | --- | --- |
| Employee name: | Approved by: | |
| Employee number: | Pay period beginning on: \_ \_ /\_ \_ /\_ \_ \_ \_ | |
| Number of hours per day before overtime: | |  |
| Number of hours per week before overtime: | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 1 | | | | | | |
| Date (DD/MM/YYY) | Beginning of shift | End of shift | Unpaid  breaks | Regular  time | Overtime | **Total**  **hours** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| WEEK 1 TOTAL | | |  |  |  |  |

|  |
| --- |
| [Send my timesheets to payroll](https://www.agendrix.com/time-and-attendance-software) |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| WEEK 2 | | | | | | |
| Date (DD/MM/YYY) | Beginning of shift | End of shift | Unpaid  breaks | Regular  time | Overtime | Total  hours |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| WEEK 2 TOTAL | | |  |  |  |  |

|  |  |
| --- | --- |
| **Employee  signature:** | **Immediate supervisor  signature:** |