

Weekly Time Sheet Companion



What is a Weekly Time Sheet?

A Weekly Time Sheet is a table used to record the hours that an employee has completed within a week.

What is the purpose of a Weekly Time Sheet?

The purpose of a Weekly Time Sheet is to accumulate the time worked in order to uncover the monetary value of those hours. It also helps determine how many hours were dedicated to a particular project.

Why do I need a Weekly Time Sheet?

Weekly Time Sheets are essential to receiving a paycheck. They determine how much you will be receiving and is used as proof of hours worked.

How do I complete a Weekly Time Sheet?

The employee who completed the hours must do the following:

1. Include the first and last day worked within that week. For example, if someone worked Monday June 13 to Friday June 17 simply indicate June 13-17, 2016.
2. List employee name/ ID, rate per hour and overtime rate per hour (if applicable).
3. Use the Daily Time Sheet to help fill in the following table. Indicate a date, project(s) completed, along with its location.
4. Fill in the regular hours that have been completed that day and if applicable, the overtime hours; the table will automatically calculate the weekly total.
5. Sign the document and get a manager to sign and confirm the hours.

How do I use a Weekly Time Sheet?

- Use the Daily Time Sheet as reference to fill out the Weekly Time Sheet.
- Get the Weekly Time Sheet Signed by management.
- Hand in Weekly Time Sheet.