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| **HR Timesheet**  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| [Address] |  |  |  |  | Pay Period Start Date: |   |  |  |  |  |
| [City, State, ZIP Code] |  |  |  | Pay Period End Date: |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employee Name: |   |  | Employee Phone: |   |  |  |  |  |
| Manager: |   |  | Employee email: |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day of Week | Regular Hours | Overtime hours | Sick | Vacation | Total |
| Monday |   | 8.00 | 1.25 |   |   | 9.25 |
| Tuesday |   | 8.00 | 2.50 |   |   | 10.50 |
| Wednesday |   | 9.00 | 2.25 |   |   | 11.25 |
| Thursday |   | 10.00 | 1.00 |   |   | 11.00 |
| Friday |   | 8.00 | 2.00 |   |   | 10.00 |
|  | Total Hours | 43.00 | 9.00 | 0.00 | 0.00 | 52.00 |
|  | Rate Per Hour | $20.00  | $25.00 | $20.00 | $20.00 |   |
|  | Total Pay | $860.00  | $225.00 | $0.00 | $0.00 | $1,040.00 |