WEEKLY TIME CARD & TIMESHEET

Record actual hours. Payroll rules, overtime and breaks must be handled under applicable law and company policy.

EMPLOYEE NAME (ONE PERSON PER SHEET)

WORKWEEK START DATE / TIME

SUPERVISOR

JOB / PROJECT

DAILY HOURS

Day	Date	Job / cost code	Start / end	Unpaid break (min)	Hours
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					

WEEKLY TOTAL HOURS

SUPERVISOR REVIEW DATE

Hours = elapsed shift time (allow for overnight) - unpaid off-duty break minutes / 60. Paid breaks remain hours worked. Split-job lines replace, not duplicate, daily entries; total each hour once. No SSNs or bank details.

General template only. Not legal advice. Check the contract and applicable local requirements.

WEEKLY TIME CARD & TIMESHEET

Keep ordinary work, travel and other categories separate as required by your payroll process. This form does not calculate pay.

PROJECT / JOB NUMBER

UPDATED BY / DATE

SPLIT JOBS / ADDITIONAL ENTRIES

Date	Job / cost code + work	Hours / category

CORRECTIONS / REASON / DATE (RETAIN ORIGINAL RECORD)

WORKER CONFIRMATION / DATE

SUPERVISOR APPROVAL / DATE

- [ ] Hours reconciled with daily records and job assignments.
- [ ] Missing punches and required breaks reviewed without erasing actual time.
- [ ] Overtime / pay rules sent to qualified payroll staff for calculation.

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