

## Sample Time Sheet

The sample below is for educational purposes only and not required to look the same. It may need to be adapted if the employee works in different jobs and pay rates, or if the workplace has a different work week than shown below. A revision may also be required if the employee works several shifts daily.

**Note: Monday and Tuesday are completed as examples.**

### Weekly Time Sheet

|                                      |            |
|--------------------------------------|------------|
| Employee:                            | Job Title: |
| Week: <i>Dates from start to end</i> |            |

Time: Hours or part of an hour

| Day                  | Sunday | Monday       | Tuesday      | Wednesday | Thursday | Friday | Saturday | Total Weekly Time |
|----------------------|--------|--------------|--------------|-----------|----------|--------|----------|-------------------|
| Start Time           |        | 8 am         | 8 am         |           |          |        |          |                   |
| End Time             |        | 5 pm         | 6 pm         |           |          |        |          |                   |
| Meal Break           |        | 12 pm – 1 pm | 12 pm – 1 pm |           |          |        |          |                   |
| Regular Time         |        | 8            | 8            |           |          |        |          | 16                |
| Overtime             |        |              | 1            |           |          |        |          | 1                 |
| Sick/Illness Absence |        |              |              |           |          |        |          |                   |
| Vacation Time        |        |              |              |           |          |        |          |                   |
| Public Holiday Time  |        |              |              |           |          |        |          |                   |
| Total Daily Time     |        | 8            | 9            |           |          |        |          | 17                |

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_