

### Five-Day Timesheet

|               | Job Name and/or Number | In | Out | In | Out | Regular Hours | Overtime |
|---------------|------------------------|----|-----|----|-----|---------------|----------|
| <b>MON</b>    |                        |    |     |    |     |               |          |
|               |                        |    |     |    |     |               |          |
| <b>TUE</b>    |                        |    |     |    |     |               |          |
|               |                        |    |     |    |     |               |          |
| <b>WED</b>    |                        |    |     |    |     |               |          |
|               |                        |    |     |    |     |               |          |
| <b>THUR</b>   |                        |    |     |    |     |               |          |
|               |                        |    |     |    |     |               |          |
| <b>FRI</b>    |                        |    |     |    |     |               |          |
|               |                        |    |     |    |     |               |          |
| <b>Notes:</b> | <b>WEEKLY TOTAL</b>    |    |     |    |     |               |          |
|               | <b>PAY RATE</b>        |    |     |    |     |               |          |
|               | <b>TOTAL GROSS PAY</b> |    |     |    |     |               |          |

Week Ending: \_\_\_\_\_

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_