SHIFTFLOW

WEEKLY TIMESHEET

Company		**Week starting**	
Employee		**Supervisor**	

Hourly rate: _____ OT multiplier: _____ Weekly OT after: _____ hours

Date	Day	Start	End	Break (hrs)	Total hours	Regular	Overtime	Notes
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
TOTALS								

Regular pay _____ **Overtime pay** _____ **Estimated pay** _____

Team member / contractor _____ **Supervisor / client approval** _____ **Date** _____