# EMPLOYE

## Employee Name: Employee ID: Department:

**Pay Period:** January 27, 2025 - February 9, 2025 **Hourly Rate:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | **Project/Client** | **Task Description** | **Start Time** |
| 2025-01-27 | Monday |  |  |  |
| 2025-01-28 | Tuesday |  |  |  |
| 2025-01-29 | Wednesday |  |  |  |
| 2025-01-30 | Thursday |  |  |  |
| 2025-01-31 | Friday |  |  |  |
| 2025-02-01 | Saturday |  |  |  |
| 2025-02-02 | Sunday |  |  |  |
| 2025-02-03 | Monday |  |  |  |
| 2025-02-04 | Tuesday |  |  |  |
| 2025-02-05 | Wednesday |  |  |  |
| 2025-02-06 | Thursday |  |  |  |
| 2025-02-07 | Friday |  |  |  |
| 2025-02-08 | Saturday |  |  |  |
| 2025-02-09 | Sunday |  |  |  |
|  |  |  |  |  |
| **WEEK 1 TOTAL** | **(Jan 27 - Feb 2)** | |  |  |
| **WEEK 2 TOTAL** | **(Feb 3 - Feb 9)** |  |  |  |
|  |  |  |  |  |
| **BI-WEEKLY TOTAL** | |  |  |  |

## Manager:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **End Time** | **Break (Hours)** | **Regular HoursO** | **vertime Hour** | **Total Hours** | **Notes** |
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## How to Use This Timesheet:

1. Employee Information: Fill in your personal details at the top of the timesheet
2. Date & Day: Pre-filled for the bi-weekly period
3. Project/Client: Enter the project name or client you worked for
4. Task Description: Briefly describe the work performed
5. Start Time: Enter start time (e.g., 9:00 AM or 9.00)
6. End Time: Enter end time (e.g., 5:30 PM or 17.50)
7. Break (Hours): Enter break time in decimal hours (e.g., 0.5 for 30 minutes)
8. Regular/Overtime Hours: Automatically calculated based on start/end times
9. Notes: Any additional comments or explanations

## Time Format Examples:

**• 9:00 AM = 9.00**

**• 1:30 PM = 13.50**

**• 5:45 PM = 17.75**

**Important Notes:**

* **Regular hours are capped at 8 hours per day**
* **Overtime is calculated for hours worked over 8 per day**
* **Break time is subtracted from total work time**
* **Submit completed timesheet to your manager by deadline**