|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Clock In** | **Clock Out** | **Break Start** | **Break End** | **Break Duration (hrs)** |
| 2025-01-20 | Monday | 08:00 | 17:00 | 12:00 | 13:00 |  |
| 2025-01-21 | Tuesday | 08:00 | 17:00 | 12:00 | 13:00 |  |
| 2025-01-22 | Wednesday | 08:00 | 17:00 | 12:00 | 13:00 |  |
| 2025-01-23 | Thursday | 08:00 | 17:00 | 12:00 | 13:00 |  |
| 2025-01-24 | Friday | 08:00 | 17:00 | 12:00 | 13:00 |  |
| 2025-01-25 | Saturday |  |  |  |  |  |
| 2025-01-26 | Sunday |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WEEKLY TOTALS** | **:** |  |  |  |  |  |

Employee Name:

**Week Ending:** 2025-01-26

Supervisor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regular Hours** | **Overtime Hours** | **Total Daily Hours** | **Hourly Rate ($)** | **Daily Pay ($)** |
|  |  |  | 25 |  |
|  |  |  | 25 |  |
|  |  |  | 25 |  |
|  |  |  | 25 |  |
|  |  |  | 25 |  |
|  |  |  | 25 |  |
|  |  |  | 25 |  |

**Daily Ho**

**Day of Week**

**Hours**

|  |  |
| --- | --- |
| **Overtime Pay ($)** | **Total Daily Pay ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**urs Worked**

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Clock In** | **Clock Out** | **Break Start** | **Break End** | **Break Duration (hrs)** |
| [Date] | Monday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Tuesday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Wednesday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Thursday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Friday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Saturday | [Time] | [Time] | [Time] | [Time] |  |
| [Date] | Sunday | [Time] | [Time] | [Time] | [Time] |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WEEKLY TOTALS** | **:** |  |  |  |  |  |

**Employee Nam**[Name] **Week Ending:** [Date] **Supervisor:** [Name]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regular Hours** | **Overtime Hours** | **Total Daily Hours** | **Hourly Rate ($)** | **Daily Pay ($)** |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |
|  |  |  | [Rate] |  |

|  |  |
| --- | --- |
| **Overtime Pay ($)** | **Total Daily Pay ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |