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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HR Timesheet** | | | | | | | | | | | | | | | | | | | |  |  | | | |  | | |
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|  |  | | |  | |  | |  | |  | | |  | |  |  |  |  | | | | |  | | | |  | | |  |  |
|  | | |  | | | |  | |  | | |  | |  | |  |  |  | | | | |  | | | |  | | |  |  |
| [Address] | |  | | |  | |  | |  | | | Pay Period Start Date: | | | |  | | |  | | |  | |  | |  | |
| [City, State, ZIP Code] | | |  | | | |  | |  | | | Pay Period End Date: | | | |  | | |  | | |  | |  | |  | |
|  |  | | |  | |  | |  | |  | | |  | |  |  |  |  | | | | |  | | | |  | | |  |  |
| Employee Name: | |  | |  | | | | | | | | Employee Phone: | | | |  | | |  | | |  | |  | |  | |
| Manager: |  | | |  | | | | | | | | Employee email: | | | |  | | |  | | |  | |  | |  | |
|  |  | | |  | |  | |  | |  | | |  | |  |  |  |  | | | | |  | | | |  | | |  |  |
| Day of Week | | | | Regular Hours | | | | | | | Overtime hours | | | | | Sick | | | Vacation | | Total | | | |
| Monday | | |  | 8.00 | | | | | | | 1.25 | | | | |  | | |  | | 9.25 | | | |
| Tuesday | | |  | 8.00 | | | | | | | 2.50 | | | | |  | | |  | | 10.50 | | | |
| Wednesday | | |  | 9.00 | | | | | | | 2.25 | | | | |  | | |  | | 11.25 | | | |
| Thursday | | |  | 10.00 | | | | | | | 1.00 | | | | |  | | |  | | 11.00 | | | |
| Friday | | |  | 8.00 | | | | | | | 2.00 | | | | |  | | |  | | 10.00 | | | |
|  | | | Total Hours | 43.00 | | | | | | | 9.00 | | | | | 0.00 | | | 0.00 | | 52.00 | | | |
|  | | | Rate Per Hour | $20.00 | | | | | | | $25.00 | | | | | $20.00 | | | $20.00 | |  | | | |
|  | | | Total Pay | $860.00 | | | | | | | $225.00 | | | | | $0.00 | | | $0.00 | | $1,040.00 | | | |