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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  |  |
| [ABC Company] | | | | | | | |
| [8253 Saxton Court, Commack, NY 11725] | | | | | | | |
| [+1-202-555-0159] | | | | | | | |
|  |  | |  |  |  |  |  |
| **Weekly Time Sheet** | | | | | | | |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| Employee Name | | Henry | | | | | |
| Employee ID | | abc1323 | | | | | |
| Designation | | Marketing Executive | | | | | |
| Manager Name | | Joseph | | | | | |
| Week Start Date | | 26-04-19 | | | | | |
|  |  | |  |  |  |  |  |
| **Days** | **Date** | | **Time In** | **Time Out** |  | **Time In** | **Time Out** |
| Monday | 26-04-19 | | 9:00 | 12:30 | BREAK | 1:10 | 6:30 |
| **Total** | | **Total** | |
| **3.50** | | **5.33** | |
| Tuesday | 27-04-19 | | 9:15 | 12:00 | 12:45 | 7:00 |
| **Total** | | **Total** | |
| **2.75** | | **5.75** | |
| Wednesday | 28-04-19 | | 9:30 | 12:20 | 1:10 | 7:30 |
| **Total** | | **Total** | |
| **2.83** | | **6.33** | |
| Thursday | 29-04-19 | | 9:00 | 12:00 | 12:50 | 6:00 |
| **Total** | | **Total** | |
| **3.00** | | **6.83** | |
| Friday | 30-04-19 | | 8:55 | 12:10 | 1:00 | 6:15 |
| **Total** | | **Total** | |
| **3.25** | | **5.25** | |
| Saturday | 01-05-19 | | 9:10 | 12:00 | 12:50 | 6:45 |
| **Total** | | **Total** | |
| **2.83** | | **6.08** | |
| Total Weekly Working Hours | | | **53.75** | | | | |
| Total Weekly Overtime | | | **5.75** | | | | |