

Employee Timesheet Templates

Free Employee Timesheet Templates

<http://spreadsheetml.com/exceltemplates/employeetimesheettemplate.shtml>

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ConnectCode's Spreadsheet Templates

Have you thought about how many times you use or reuse your spreadsheet models? Everyday, day after day, model after model and project after project. We definitely have. That is why we build all our spreadsheet templates to be reusable, customizable and easy to understand. We also test our templates with different scenarios vigorously, so that you know you can be assured of their accuracy and quality and that you can save significant amount of time by reusing them. We have also provided comprehensive documentation on the templates so that you do not need to guess or figure out how we implemented the models.

All our template models are only in black and white color. We believe this is how a professional spreadsheet template should look like and also that this is the easiest way for you to understand and use the templates. All the input fields are marked with the '' symbol for you to identify them easily.*

Whether you are a sales person, engineer or accounting personnel. Or whether you are a student aspiring to join the business world or an entrepreneur needing to operate a business, we hope that you will find this package useful as we have spent our best effort and a lot of time in developing them.

ConnectCode

1. Employee Timesheet Templates

1.1 Timesheet Templates

This is a collection of employee timesheet templates designed to ease tracking of employee's working hours for small business owners. The templates calculate total hours worked and total pay per period automatically. Both weekly and bi-weekly timesheet templates in A4 and Letter sized formats are provided.

Weekly Employee Timesheet

Company Name*

Company Slogan*

Street Address*

City, ZIP*

Phone : *

Fax : *

Employee Name : John Anson*

Supervisor Name : Peter Mark*

Week of : 2/20/2012 *

Day of Week	Regular Hours	Overtime Hours	Sick	Vacation	Holiday	Others	Total
Mon 2/20	8.00						8.00
Tue 2/21	8.00						8.00
Wed 2/22			8.00				8.00
Thu 2/23	8.00						8.00
Fri 2/24	8.00						8.00
Sat 2/25	0.00						0.00
Sun 2/26	0.00						0.00
Total	32.00	0.00	8.00	0.00	0.00	0.00	40.00
Rate/Hour	\$30.00	\$40.00	\$30.00	\$20.00	\$20.00	\$0.00	\$20.00
Total pay	\$960.00	\$0.00	\$240.00	\$0.00	\$0.00	\$0.00	\$1,200.00

Employee Signature

Date

Supervisor Signature

Date

Weekly

BiWeekly Employee Timesheet

Company Name*

Company Slogan*

Street Address*

City, ZIP*

Phone : *

Fax : *

Employee Name : John Anson*

Supervisor Name : Peter Mark*

Week of : 2/20/2012 *

Day of Week	Regular Hours	Overtime Hours	Sick	Vacation	Holiday	Others	Total
Mon 2/20	8.00						8.00
Tue 2/21	8.00						8.00
Wed 2/22			8.00				8.00
Thu 2/23	8.00						8.00
Fri 2/24	8.00						8.00
Sat 2/25	0.00						0.00
Sun 2/26	0.00						0.00
Mon 2/27	8.00						8.00
Tue 2/28	8.00						8.00
Wed 2/29	8.00						8.00
Thu 3/1	8.00						8.00
Fri 3/2	8.00						8.00
Sat 3/3		8.00					8.00
Sun 3/4	0.00						0.00
Total	72.00	8.00	8.00	0.00	0.00	0.00	88.00
Rate/Hour	\$30.00	\$40.00	\$30.00	\$20.00	\$20.00	\$0.00	\$20.00
Total pay	\$2,160.00	\$320.00	\$240.00	\$0.00	\$0.00	\$0.00	\$2,720.00

Employee Signature

Date

Supervisor Signature

Date

Bi-weekly