# Employee timesheet template

**Employee name:** _____ **Role:** _____

**Business:** _____ **Week starting (Monday):** _____

Write the times when work actually started and finished, not the planned shift. Hours worked = finish - start - unpaid break. Write holiday, sickness and other absence in the Absence or note column.

| Day | Date | Start | Finish | Break (min) | Hours worked | Overtime (h) | Absence or note |
|---|---|---|---|---|---|---|---|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| | | | | **Weekly total** | | | |

**Holiday (days):** _____ **Sick (days):** _____ **Other absence:** _____

**Notes and corrections (date, what changed, initials):**

By signing, the employee and the manager confirm that the hours above are correct.

Employee (signature) _____ Date _____

Manager (name, signature) _____ Date _____