



Weekly timesheet template by Resource Guru

Who is this template for?

Our weekly timesheet template is designed for individual employees to track the type and amount of hours they've worked over a week. It does not help you track which project tasks you worked on or how long they took you but it gives an overview of how much you worked.

👉 Look at our [timesheet template hub](#) for different kinds of templates with more features.

Instructions for your weekly timesheet template

1. Familiarize yourself with the "**Weekly timesheet template (sample)**" to understand how the template works.
2. Scroll up to the "**Weekly timesheet template (blank)**" and enter your name, role, and team in the top table.
3. In the main table fill in the "**Date**" column with the dates of the week next to the appropriate day.
4. Follow each row and input what time you started work, finished work, and the amount of time spent on breaks.
5. Use the overtime, sick, and vacation columns to input any hours spent in these areas.
6. Fill in the column on the right-hand side by adding up your hours, minus your time spent on breaks.
7. Add all your total hours together to work out your total weekly hours.
8. You can now add your pay rate and multiply your total hours by your pay rate to get your total weekly pay.
9. Once you have completed your week, sign it and add the date you completed it, along with any relevant notes.
10. Send your timesheet to your manager in line with your company approvals process.

Resource Guru lets you schedule, forecast, and track time with ease.

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No credit card required. No strings attached.



Weekly timesheet template (sample)

EMPLOYEE NAME		MANAGER NAME	
Role	Jane Doe	Role	Percy Stilwell
Team	Marketing	Team	CMO
Notes		Notes	
Signature	<i>Jane Doe</i>	Signature	<i>Percy Stilwell</i>
Date	02/18/24	Date	02/25/24

Date	Day	Start	Finish	Breaks	Overtime	Sick	Vacation	Total hours
8/30/2024	Mon	9 AM	6 PM	1	2			10
8/31/2024	Tue					8		8
9/01/2024	Weds	9 AM	6 PM	1				8
9/02/2024	Thurs	9 AM	5 PM	0				8
9/03/2024	Fri	9 AM	6 PM	1				8
9/04/2024	Sat							
9/05/2024	Sun							
TOTAL WEEKLY HOURS								42
HOURLY RATE								\$35
TOTAL WEEKLY PAY								\$1470



Weekly timesheet template (blank)

EMPLOYEE NAME		MANAGER NAME	
Role		Role	
Team		Team	
Notes		Notes	
Signature		Signature	
Date		Date	

Date	Day	Start	Finish	Breaks	Overtime	Sick	Vacation	Total hours
	Mon							
	Tue							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
TOTAL WEEKLY HOURS								
HOURLY RATE								
TOTAL WEEKLY PAY								