Weekly timesheet

Fill in the pale yellow cells. Hours, overtime and pay work themselves out.

Employee name		**Overtime after (hours a week)**	
Employee number		**Hourly rate (£, optional)**	
Role or department		**Overtime rate (x basic)**	1.50x
Manager		Leave overtime blank if you do not pay it.	
Week commencing			

Day	Date	Start	Finish	Unpaid break (mins)	Hours	Notes (holiday, sick, other)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total hours		Decimal hours: 7.50 is 7 hours 30 minutes.
Basic hours		
Overtime hours		
Basic pay		
Overtime pay		
Gross pay		Gross pay is before tax, National Insurance and pension.

I confirm these hours are correct.

Employee signature _____ **Date** _____

Manager signature _____ **Date** _____

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