

Employee Name:

Manager Name:

Week Starting: 5/25/2021

| Date | Day | Time In | Time Out | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|---------|----------|-------------|
| 5/25/2021 | Tuesday | | | | | 0:00 |
| 5/26/2021 | Wednesday | | | | | 0:00 |
| 5/27/2021 | Thursday | | | | | 0:00 |
| 5/28/2021 | Friday | | | | | 0:00 |
| 5/29/2021 | Saturday | | | | | 0:00 |
| 5/30/2021 | Sunday | | | | | 0:00 |
| 5/31/2021 | Monday | | | | | 0:00 |

Total Hours 0:00

Employee Signature: _____

Rate Per Hour \$15.00

Manager Signature: _____

Total Pay \$0.00

Running Remote (Sample Timesheet)

Employee Name: David Smith

Manager Name: Robert Smith

Week Starting: 5/25/2021

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|----------|----------|--|---------|----------|-------------|
| 5/25/2021 | Tuesday | 10:00 AM | 12:30 PM | | 1:30 PM | 5:50 PM | 6:50 |
| 5/26/2021 | Wednesday | 9:30 AM | 11:50 AM | | 1:45 PM | 6:00 PM | 6:35 |
| 5/27/2021 | Thursday | 7:21 AM | 12:00 PM | | | | 4:39 |
| 5/28/2021 | Friday | 9:00 AM | 12:45 PM | | 2:00 PM | 4:00 PM | 5:45 |
| 5/29/2021 | Saturday | 7:00 AM | 1:00 PM | | | | 6:00 |
| 5/30/2021 | Sunday | | | | 3:00 PM | 7:00 PM | 4:00 |
| 5/31/2021 | Monday | 8:00 AM | 12:00 PM | | 2:00 PM | 4:00 PM | 6:00 |

Employee Signature: _____

Manager Signature: _____

| | |
|--------------------|-----------------|
| Total Hours | 39:49 |
| Rate Per Hour | \$20.00 |
| Total Pay | \$796.33 |