

Weekly timesheet

Blank form for manual entry. Use AM/PM or 24-hour clock times consistently.

Name

Team / project

Period starts

Period ends

Weekly

Day	Date	Clock in	Clock out	Unpaid break (min)	Hours worked (h:mm)
1					
2					
3					
4					
5					
6					
7					

Weekly total (h:mm)

Notes / overnight dates

Prepared by

Reviewed by (optional)

Hours worked = clock span minus unpaid breaks. Do not deduct the same break twice.
Mark overnight clock-outs "next day". Example: 7h 30m = 7:30 = 7.50 decimal hours.
No automatic totals or pay rules. For calculations, use the online time card calculator.