|  |
| --- |
|  |
|  |  |  |  |  |  |  |  |  |
| **Employee Name:** |  |  |  | **Rate Per Hour:** | $0.00 |
| **Manager Name:** |  |  |  | **Week Starting:** | 5/25/2021 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** | **Total Pay** |
| 5/25/2021 | Tuesday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/26/2021 | Wednesday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/27/2021 | Thursday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/28/2021 | Friday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/29/2021 | Saturday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/30/2021 | Sunday |  |  |  |  |  | 0:00 | **$0.00** |
| 5/31/2021 | Monday |  |  |  |  |  | 0:00 | **$0.00** |

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Running Remote (Sample Timesheet)** |
|  |  |  |  |  |  |  |  |  |
| **Employee Name:** | David Smith |  |  | **Rate Per Hour:** | $15.00 |
| **Manager Name:** | Robert Smith |  |  | **Week Starting:** | 5/25/2021 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** | **Total Pay** |
| 5/25/2021 | Tuesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 | **$105.00** |
| 5/26/2021 | Wednesday | 8:30 AM | 11:00 AM |  | 1:30 PM | 4:00 PM | 5:00 | **$75.00** |
| 5/27/2021 | Thursday | 8:21 AM | 11:00 AM |  | 1:00 PM | 4:30 PM | 6:09 | **$92.25** |
| 5/28/2021 | Friday | 9:00 AM | 10:45 AM |  | 1:20 PM | 5:30 PM | 5:55 | **$88.75** |
| 5/29/2021 | Saturday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 | **$105.00** |
| 5/30/2021 | Sunday | 9:18 AM | 10:00 AM |  | 1:15 PM | 6:00 PM | 5:27 | **$81.75** |
| 5/31/2021 | Monday | 8:20 AM | 11:10 AM |  | 7:00 PM | 9:00 PM | 4:50 | **$72.50** |

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**