

Spreadsheet is read-only. Go to File > Make a Copy to create an editable sheet.

Employee timesheet

PERIOD

January 2021

REGULAR HRS

8.00

RATE

\$50.00

Employee name	Regular hrs	Overtime	Sick	Vacation	Holiday	Other hrs	TOTAL HOURS	TOTAL PAY
Vincent Vega	160.00	4.50		16.00	8.00	-4.50	184.00	\$9,200.00
Jules Winnfield	145.00	0.00	4.00	8.00	8.00	-2.50	162.50	\$8,125.00
Mia Wallace	160.00	25.25			8.00	-6.00	187.25	\$9,362.50
Employee #4							0.00	\$0.00
Employee #5							0.00	\$0.00
Employee #6							0.00	\$0.00
Employee #7							0.00	\$0.00
Employee #8							0.00	\$0.00
Employee #9							0.00	\$0.00
Employee #10							0.00	\$0.00
Employee #11							0.00	\$0.00
TOTAL	465.00	29.75	4.00	24.00	24.00	-13.00	533.75	\$26,687.50

SUPERVISOR SIGNATURE

DATE

533.75

TOTAL HOURS

Automate your timesheets with My Hours - it's Free

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TOTAL PAYROLL



Employee time tracking for Projects and tasks.

Automate your timesheets - it's Free

- Cells with non-white background are **automatically calculated**. When needed you can override the calculation with custom data.

→ Enter **breaks** as negative hours in "Other hrs" to subtract from "Total hours"

→ **When done**

1. remove this column

2. save as XLS or PDF

3. send it to your supervisor.
- Use the "Blank timesheet" sheet to enter your hours
- Other timesheet templates...

Employee timesheet

PERIOD

July 2022

REGULAR HRS

8.00

RATE

\$50.00

Employee name	Regular hrs	Overtime	Sick	Vacation	Holiday	Other hrs	TOTAL HOURS	TOTAL PAY
Vincent Vega							0.00	\$0.00
Jules Winnfield							0.00	\$0.00
Mia Wallace							0.00	\$0.00
Employee #4							0.00	\$0.00
Employee #5							0.00	\$0.00
Employee #6							0.00	\$0.00
Employee #7							0.00	\$0.00
Employee #8							0.00	\$0.00
Employee #9							0.00	\$0.00
Employee #10							0.00	\$0.00
Employee #11							0.00	\$0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00

SUPERVISOR SIGNATURE

DATE

0.00

TOTAL HOURS

[Automate your timesheets with My Hours - it's Free](#)

\$0.00

TOTAL PAYROLL

Instruction steps for users

- 1 Have a look at "Example sheet" to understand what the end result should look like
- 2 Select the "Blank sheet", enter the general info (names and regular hours).
- 3 Enter regular and other hours in total for the selected period.
- 4 Total hours will be calculated automatically from durations in available columns.
- 5 Payroll will be calculated automatically when you enter your hourly rates.
- 6 When you're done, download to PDF and send it over to your supervisor for approval.
- 7 Signature and date inputs are optional and you can delete these cells if you don't need them.
- 8 Don't forget to remove the instructions on the right side before sending the timesheet forward.

Instruction steps for supervisors

- 1 Once a supervisor gets the timesheet, they have multiple options how to proceed
- 2 When only one or two employees are using timesheets it can be as easy as saving timesheets and copying the totals into another spreadsheet. [Here's a template](#)
- 3 [When timesheets are used by multiple employees there are 3 ways: a\) Copy/paste everything every week or month b\) Periodically copy/paste just the totals c\) use IMPORTRANGE to automatically import](#) all timesheets into the Master sheet.
- 4 **When multiple employees are entering timesheets, copying na pasting can be cumbersome. Take a look at [All Hours \(attendance & absence management\)](#) or [My Hours \(project time tracking\)](#)**

Features

- 1 Regular and Overtime hours are calculated based on "REGULAR HOURS" input
- 2 Enter breaks into "Other" column as a negative number to detract from the Total Hours.
- 3 Totals are calculated automatically based on the hours and rates in the timesheet table.
- 4 Change the time format for Start and Finish columns from AM/PM to 24h military format if needed.