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| --- |
| **WEEKLY TIMESHEET** |

|  |  |
| --- | --- |
| Employee Name: |  |
| Manager Name: |  |
| Start Date: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Day | Time In | Time Out |  | Time In | Time Out | Total Hours |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Total Weekly Hours: |  |
| *Employee Signature* |  |  |  | Rate Per Hour: |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Total Weekly Pay: |  |
| *Manager Signature* |  |  |  |  |  |

