Weekly Time Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Address | City | State | Zip Code |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name | Employee No. | Start Date | End Date | Total Pay | Mode of Payment |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date | Time In | Break Start | Break End | Tea Break | Working Hours |
| Day 1 |  |  |  |  |  |  |
| Day 2 |  |  |  |  |  |  |
| Day 3 |  |  |  |  |  |  |
| Day 4 |  |  |  |  |  |  |
| Day 5 |  |  |  |  |  |  |
| Day 6 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |