

Free Weekly Timesheet Template

Weekly hours, breaks, overtime and manager approval

Weekly sheet

Employee: Amelia Carter Week commencing: 06 Jul 2026 Approval: Pending

Day	Clock In	Clock Out	Break	Daily Hours	Overtime	Notes
Monday	08:00	16:30	0.50	8.00	0.00	-
Tuesday	08:00	17:00	0.50	8.50	0.50	Cover shift
Wednesday	09:00	17:00	0.50	7.50	0.00	-
Thursday	08:00	16:00	0.50	7.50	0.00	-
Friday	08:00	18:00	0.75	9.25	1.25	Late finish
Saturday	Off	Off	0.00	0.00	0.00	-
Sunday	Off	Off	0.00	0.00	0.00	-
Weekly totals				40.75	1.75	

How to use

1. Enter employee 2. Record daily times 3. Review OT 4. Approve

Tip: check unpaid breaks before payroll export.

Save time every week

Automate weekly timesheets with GPS clock-ins and approvals.

alphanomic.com/features/time-tracking