Weekly timesheet template

One line per task per day. Hours in decimals: 7.25, not 7:15.

Name name Week of Monday's date

Role role Manager name Workweek starts day and time

DAY	TASK	PROJECT OR CLIENT	HOURS	BILLABLE (Y/N OR HOURS)
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				
Totals			**Total:**	**Billable:**

Notes

Time off, approved overtime, corrections

Sign-off

Employee name, date Manager name, date