

Weekly Timesheet

Your Company Name

Employee: _____

Hourly rate: _____

Department: _____

Period: _____

Supervisor _____

Day of Week	Date	Job	Task	Start Time	End Time	Start Time	End Time	Total Hours
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
			Total hours					
			Gross Pay					

ClockShark is the easiest GPS-enabled time tracking app for construction and field service companies. [Try it free!](#)

Employee signature Date

Supervisor signature Date

Job	Task

How to use:

- 1. Adding time for the Start and End sections must be in the following formats: "6 AM" or "8 PM". Simply type "0" to revert the cells into blank spaces.
- 2. Indicate job names per day by filling out the job column on the next page of the timesheet template.
- 3. Indicate task description per day by filling out the task column on the next page of the timesheet template.