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| **Weekly Timesheet** |
|  |  |  |  |  |  |  |  |  |  |
| **Week Starting:** |   |  |  |  |  |  |  |
| **Employee Name:** |   |  |  |  |  |  |  |
| **Manager Name:** |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Date | Notes | Start Time | End Time | Break Hrs | Reg Hrs | OT Hrs | DT Hrs | Total Hrs |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total hours** |   |   |   |   |   |
|  |  |  |  | **Rate p/hr ($)** |   |   |   |   |   |
|  |  |  |  | **Total pay ($)** |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |