

# Your Company Name

Address line 1  
 Address line 2  
 Address line 3  
 Address line 4

Phone: 123.456.7890  
 Fax: 123.456.7890  
 E-mail: [someone@XXXXX.com](mailto:someone@XXXXX.com)

## Weekly Time Record

**Employee:** Employee name  
**Manager:** Manager name  
**Employee phone:** 123.456.7890  
**Employee E-mail:** someone@microsoft.com  
**Tax ID#:** 123-12-1234

**Week ending:** Enter date here

Day	In	Out	In	Out	Regular Hours	Overtime Hours	Sick	Vacation	Total
Saturday									
Sunday									
Monday	9:00 a.m.	12:00 p.m.	1:00 p.m.	5 p.m.	8.00				8.00
Tuesday									
Wednesday									
Thursday									
Friday									
					Total	8.00			8.00
Employee signature: _____					Rate	\$10			
Date: _____					Total	\$ 80.00			

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_