



### WEEKLY TIMESHEET (NON EXEMPT EMPLOYEE)

Employee Name:								
Employee ID:								
Manager Name:								
Pay rate (hourly)	\$25							
<b>Week Day</b>	<b>Regular</b>	<b>Overtime</b>	<b>Sick</b>	<b>Vacation</b>	<b>Holiday</b>	<b>Unpaid</b>	<b>Total Hours</b>	
Monday	8	0	0	0	0	0	8	
Tuesday	8	0	0	0	0	0	8	
Wednesday	8	0	0	0	0	0	8	
Thursday	8	0	0	0	0	0	8	
Friday	8	0	0	0	0	0	8	
<b>TOTAL HOURS</b>	40	0	0	0	0	0	40	
<b>TOTAL PAY</b> (Rate: \$25/hour)	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	

Post your job on Indeed or find more templates and samples in the [Employer Resource Library](#).

Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is not part of the following template.



**WEEKLY TIMESHEET (FREELANCE EMPLOYEE)****FREELANCER DETAILS**

Company/ Client:	
Client Contact:	
Timesheet Submitted By:	
Contract Period:	
Hourly Rate:	\$12.50

**TIMESHEET**

	1/2	1/3	1/4	1/5	1/6	
	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS
Project Name 1/ Job Code	5	7	4	3	1	20
Project Name 2/ Job Code	6	4	3	5	4	22
Project Name 3/ Job Code	2	3	3	4	6	18
Project Name 4/ Job Code	5	5	5	3	2	20
Project Name 5/ Job Code	5	5	5	4	2	21
<b>TOTAL HOURS</b>						<b>101</b>
<b>TOTAL PAY</b>						<b>\$1,262.50</b>