

Timeclockwizard Weekly Timesheet

Week of: _____

Employee: _____
 Department: _____
 t: _____
 Approver: _____

Hourly rate: _____
 Total Allotted Annual PTO _____
 (Hours): _____
 Daily Required Hours for PTO: _____

	Date	Start Time	End Time	Start Time	End Time	Total Hours	PTO Used
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							

Total
Hours:

Gross
Pay:

PTO Used:

PTO
Earned:

Employee signature Date

Supervisor signature Date