|  |
| --- |
| Timeclockwizard |
|   |   |   | Weekly Timesheet |   |   |   |
|  |   |  | Week of: |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Employee: |   |  | Hourly rate: |   |  |  |
|  | Department: |   | Total Allotted Annual PTO (Hours): |   |  |  |
|  | Approver: |   | 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: |   | 0.00 |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | Gross Pay: |   |   |   |
|   |   |   |   |   |   | PTO Used: |   |   |   |
|   |   |   |   |   |   | PTO Earned: |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
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|  |   |  |   |  |  |
|  | Employee signature | Date |  | Supervisor signature | Date |  |  |
|  |  |  |  |  |  |  |  |  |  |