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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |
|  |  |  |  |  |  |  |  |  |  |