

TIMESHEET TEMPLATE WITH LUNCH



EMPLOYEE	
NAME	
ID NUMBER	
ADDRESS	
DEPT	
SUPERVISOR	

COMPANY	
NAME	
ADDRESS	
PHONE	
PAY PERIOD BEGINNING	

WEEK ONE										
DATE	DAY OF THE WEEK	CLOCK IN	BREAK 1 BEGINS	BREAK 1 ENDS	LUNCH BEGINS	LUNCH ENDS	BREAK 2 BEGINS	BREAK 2 ENDS	CLOCK OUT	DAILY HOURS
WEEKLY TOTAL										

WEEK TWO										
DATE	DAY OF THE WEEK	CLOCK IN	BREAK 1 BEGINS	BREAK 1 ENDS	LUNCH BEGINS	LUNCH ENDS	BREAK 2 BEGINS	BREAK 2 ENDS	CLOCK OUT	DAILY HOURS
WEEKLY TOTAL										

TOTAL HOURS		PAY RATE		TOTAL PAY	
REGULAR		REGULAR		REGULAR	
OVERTIME		OVERTIME		OVERTIME	
DATE OF PAYMENT				GROSS PAY	