

Free Timesheet Template

Weekly timesheet — tallymyhours.com/timesheet-template · free, no sign-up

Pale cells are for you to fill in. Everything else calculates on its own — row 6 shows the format with example values.

Employee name

Jordan Rivera

Hourly rate (\$)

\$20.00

Week starting

Sep 21, 2026

Day	Date	Time In	Time Out	Break (min)	Hours	Notes
Monday	Mon Sep 21	9:00 AM	5:30 PM	30	8.00	Example — replace this row
Tuesday	Tue Sep 22				0.00	
Wednesday	Wed Sep 23				0.00	
Thursday	Thu Sep 24				0.00	
Friday	Fri Sep 25				0.00	
Saturday	Sat Sep 26				0.00	
Sunday	Sun Sep 27				0.00	

Total hours	8.00
Regular hours (up to 40)	8.00
Overtime hours (over 40)	0.00
Regular pay	\$160.00
Overtime pay (1.5×)	\$0.00
Gross pay	\$160.00

Overtime shown here assumes federal law (time and a half over 40 hours in a workweek). Some states use different rules — check tallymyhours.com/overtime-calculator if yours might. This is an estimate for your own reference, not payroll advice.

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Bi-weekly timesheet — tallymyhours.com/timesheet-template · free, no sign-up

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Saturday	Sat Sep 26				0.00	
Sunday	Sun Sep 27				0.00	
Monday	Mon Sep 28				0.00	
Tuesday	Tue Sep 29				0.00	
Wednesday	Wed Sep 30				0.00	
Thursday	Thu Oct 1				0.00	
Friday	Fri Oct 2				0.00	
Saturday	Sat Oct 3				0.00	
Sunday	Sun Oct 4				0.00	

Week 1 hours	8.00
Week 2 hours	0.00
Regular hours	8.00
Overtime hours	0.00
Regular pay	\$160.00
Overtime pay (1.5×)	\$0.00
Gross pay	\$160.00

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