

Use our “Weekly Timesheet with Breaks” to create a weekly schedule for your employees, keep track of their work hours with actual breaks, and calculate weekly payment.

The table header contains several fields, which you need to fill in:

<i>Company name</i>	<i>OUR COMPANY</i>	<i>Monday date</i>
<i>Company adress</i>	<i>Madison street, 154, NY</i>	<i>3-Jan-22</i>

In the “Company name” field, enter your organization’s name, and in the “Company address” field, enter its address.

In the “Monday date” field, enter the date of the Monday your target week starts on. From this value, further dates of the week will be calculated.

Below are the fields for personalization for each employee.

<i>Department</i>	<i>Sales dept</i>	<i>Regular rate</i>	<i>\$10.00</i>
<i>Employee's name</i>	<i>James Cook</i>	<i>Overtime rate</i>	<i>\$15.00</i>

In the “Department” field, enter the department’s name where this employee works, and in the “Employee’s name” field, enter his name. Entering the corresponding values in the fields “Regular rate” and “Overtime rate” is also necessary.

Now let’s move on to filling in the employee’s working hours in the table; it contains 7 working columns for each day of the week; under each name of the day of the week, the corresponding date is signed.

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE	3-Jan-22	4-Jan-22	5-Jan-22	6-Jan-22	7-Jan-22	8-Jan-22	9-Jan-22
<i>Time In</i>	8:00 AM		8:00 AM	8:00 AM	8:00 AM	10:00 AM	
<i>Time Out</i>	12:00 PM		11:45 AM	1:00 PM			
Break							
<i>Time In</i>	12:45 PM		1:00 PM				
<i>Time Out</i>	5:00 PM		5:00 PM		6:00 PM	5:00 PM	

In the upper part, you need to enter for the employee the start time of his work and the start time of the break. In the lower part under the line “Break” - the return time from the break and the end of his working day. If the employee worked without breaks, fill in only the first and last lines.

Total Hours	8:15	0:00	7:45	5:00	10:00	7:00	0:00
Basic Hours	8:00	8:00	8:00	8:00	8:00	0:00	
Overtime	0:15				2:00	7:00	
Sick		8:00					
Vacation							
Holidays							
Total Weekly Payment						\$426.25	

The "Total Hours" values are calculated automatically in this part of the table. In contrast, the "Basic Hours" values must be entered manually - the value of the employee's standard working day (for example, 8 hours). The received time above this value will be assigned to the line "Overtime" and the cost of work for this time will be calculated at the "Overtime rate".

Similarly, enter a value in the fields "Sick", "Vacation" or "Holidays" if the employee was absent due to illness, vacation, or had a day off that day.

In the "Total Weekly Payment" line, the employee's weekly salary value is calculated automatically.

The template contains tables for 3 employees; you can multiply them by the number you need by copying the current tables with the formulas.