Employee timesheet

Two-week pay period. Write times as 9:00 or 17:30 and unpaid breaks in minutes. Total each week before signing.

Employee name _____ **Employer** _____

Pay period _____ **Hourly rate $** _____

Week 1

Day	Date	Start	Break (min)	End	Hours worked	Notes
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total						

Week 2

Day	Date	Start	Break (min)	End	Hours worked	Notes
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total						

Regular hours	Overtime hours (1.5×)	Double-time hours	Total hours

_____ _____

Employee signature and date Supervisor signature and date

Overtime in brief: BC pays 1.5× after 8 hours a day or 40 a week, and 2× after 12 hours a day. Alberta pays 1.5× on the greater of hours over 8 a day or 44 a week. Ontario pays 1.5× after 44 hours a week. Averaging agreements and some industries differ; check your province's employment standards.

Free template from Medidoze (medidoze.com/blog/employee-timesheet-template). MediKeeper replaces paper timesheets with a tablet time clock: medidoze.com/products/medikeeper