CrewLoca.

Weekly timesheet

Clear hours. A simpler working week.

Company

Worker name

Period from

Period to

Day / date	Start 24-hour time	Finish 24-hour time	Unpaid break minutes	Worked time hours : minutes	Workplace / note
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

PERIOD TOTAL _____ hours : minutes

Notes / corrections

Worker sign-off / date

Manager approval / date

Enter worked time as hours:minutes, e.g. 7:30. Deduct only unpaid breaks.
Use another sheet for extra working periods. Leave unused dates blank.