

Weekly construction timesheet (Saturday to Friday)

Company _____ Worker _____

Week ending (Friday) _____ Foreman _____

Day	Date	Jobsite	Cost code or phase	Start	End	Unpaid break (min)	Hours	Notes
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Hours = end time minus start time, minus the unpaid break, in decimal hours (9 hours 30 minutes is 9.5). Use a second row for a second jobsite on the same day. Overtime here is hours over 40 in the week; some states also require daily overtime.

Weekly total hours	
Regular hours (up to 40)	
Overtime hours (over 40)	

Worker signature _____ Foreman signature _____