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|--------------------|----------|-----------|---------------|------------|-------------|-------------|
| Weekly Timesheet | | | | | | |
| Week range: | | | | | | |
| Rounding rule: | | | | | | |
| Grace (minutes): | | | | | | |
| Overtime policy: | | | | | | |
| Hourly rate: | | | | | | |
| | | | | | | |
| Day | Clock In | Clock Out | Break Minutes | Rounded In | Rounded Out | Total Hours |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| | | | | | | |
| Totals: | | | | | | |
| Regular Hours: | | | | | | |
| Overtime Hours: | | | | | | |
| Double-Time Hours: | | | | | | |
| Regular Pay: | | | | | | |
| Overtime Pay: | | | | | | |
| Double-Time Pay: | | | | | | |
| Gross Pay: | | | | | | |