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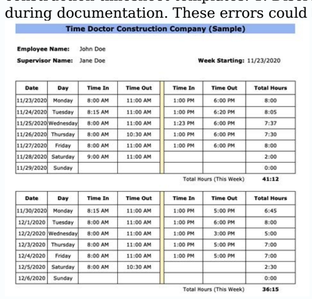
Construction weekly timesheet template

Looking for the ultimate construction timesheet template? proper adjectives worksheets pdf with answers Construction timesheets are a useful way to track the hours worked by a construction employee or general contractor. The information collected is primarily required for accurate billing as timesheets make it easier to calculate the time employees and contractors took to complete each job. In this article, we'll explain everything you need to know about construction timesheets and also provide you with free printable construction timesheet templates. We'll also offer the perfect alternative to using manual templates. This article contains: (click on the links below to jump to a specific section) Let's get started. 4 excellent construction timesheet templates Here are some of the best construction timesheet templates, all easily downloadable and free! They're available in printable PDF, Microsoft Word, and Excel timesheet template format. (Note: If you want to know everything about construction employee timesheet templates before downloading them, skip to this section.) Here are a few of the best construction timesheet templates: 1. resabuvowero.pdf Daily timesheet template A daily timesheet template will provide more details about the tasks done by the worker each day. The daily timesheet template is useful for calculating the pay for hourly employees as it shows an hourly report of all the work that was done. Download links Google Sheet ExcelWordPDF 2.
Weekly timesheet template With this timesheet, information is tabulated weekly. kalonline sword trickster While it doesn't provide as many details as daily timesheet templates, the data is easily readable. You will find this weekly timesheet template helpful if you make weekly payment for construction work to employees and contractors at the end of every work week. Download links 3. Bi-weekly timesheet template A bi weekly timesheet template (sometimes referred to as fortnightly timesheets,) presents the data about the number of hours worked over a two week period. This simple timesheet template is useful if you're paying your workers and contractors twice a month. Download links: 4. Monthly timesheet template This free timesheet template helps you keep track of the work completed over an entire month. The monthly timesheet template is the least detailed of the worksheets, but it makes monthly payrolls much easier. Download links: What is a construction timesheet? A construction timesheet is a record of the time an employee or contractor spends on various construction tasks like structural repair, drywall, inspection, etc. Some of the information usually contained in a construction timesheet include: When construction workers clock in and clock out. The duration of each task in a day/week or month. Lunch breaks and other breaks taken. Overtime hours worked. Attendance record and sick leave. But why do you need a timesheet?
Construction workers usually have flexible schedules dictated by the urgency of specific jobs or callouts instead of regular hours. Additionally, many workers are paid an hourly rate. Using a timesheet, managers can easily keep track of how long employees work and pay them accordingly. More on this in a minute. How do you maintain construction timesheets? While paper timesheets and the time card template can be used to keep track of worker hours, they aren't the most convenient way to do so. Instead, you can go for Microsoft Excel, Google Sheets, or a similar spreadsheet app to maintain construction timesheets. All you need to do is download a construction timesheet template, like our simple Excel timesheet, so you don't have to create one from scratch! The construction employee timesheet template helps an employer, HR professional, foreman, or manager monitor the start and end time of employee work hours (as well as sick leaves,) in order to make accurate payments. 2 key benefits of using a construction timesheet template Construction timesheet templates can certainly save you time, but there are a few other benefits as well. Here are some of the advantages of using construction timesheet templates: 1. Simplified payroll management Not only do timesheets help you pay your employees for the total hours they've worked, but these templates also come in handy when you have to bill your clients. For example, if you're a contractor with construction workers hired on a daily, weekly, or monthly basis, you can calculate the total time you've spent on a client's project. You can then send an accurate invoice when billing the client for the work done. 2. Efficient project management On a construction site, there are usually many people working on numerous projects simultaneously — which makes it difficult to keep tabs on each worker. And if you're a project manager for a group of construction workers, supervising can get even more trickier. You'll have to physically walk around the site, constantly checking up on each worker and the progress of their tasks. Timesheets provide more accurate details of the activities going on at the site. This data can be used to monitor work and gauge the progress individually for each project. Additionally, being able to see what everyone is working on and how long they spend working on tasks throughout the day will help you plan better. You can also identify and address any problem areas that might be slowing down their progress. 3 disadvantages of using construction timesheet templates A few decades ago, filling out paper timesheets was a tedious process. While timesheets have advanced a lot since then, digital timesheets still have a few limitations. Here are three major disadvantages of using construction timesheet templates: 1. Discrepancies between actual and reported times To ensure the accuracy of payments, timesheets need to be accurate. However, an Excel or spreadsheet-based timesheet is only as accurate as the data manually entered. Even when employee hours are recorded honestly, there's always room for human error during documentation. These errors could lead to incorrect payments to employees and billing of clients. 2. Lack of productivity assessment features The number of hours worked isn't necessarily an accurate reflection of productivity and progress.



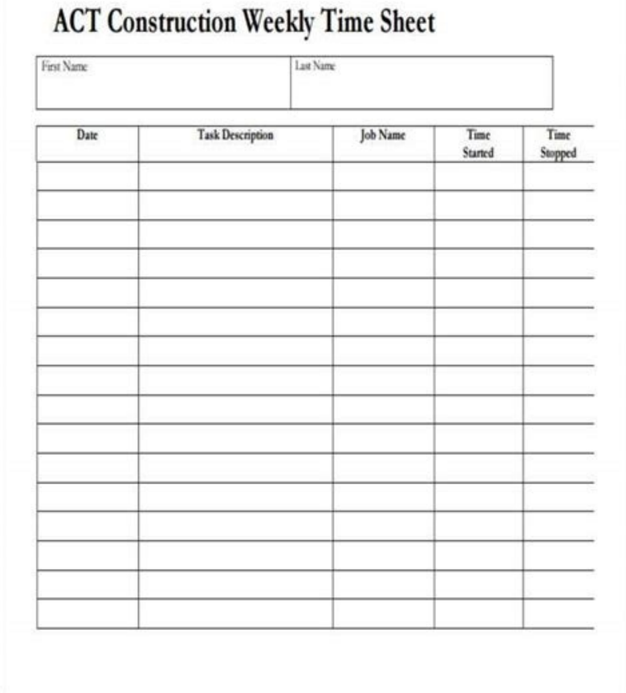
Time Doctor Construction Company (Sample)

Employee Name: John Doe
Supervisor Name: Jane Doe
Week Starting: 11/23/2020

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
11/23/2020	Monday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
11/24/2020	Tuesday	8:15 AM	11:00 AM	1:00 PM	6:20 PM	8:05
11/25/2020	Wednesday	8:00 AM	11:00 AM	1:23 PM	6:00 PM	7:37
11/26/2020	Thursday	8:00 AM	10:30 AM	1:00 PM	6:00 PM	7:30
11/27/2020	Friday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
11/28/2020	Saturday	9:00 AM	11:00 AM			2:00
11/29/2020	Sunday					0:00
					Total Hours (This Week)	41:12

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
11/30/2020	Monday	8:15 AM	11:00 AM	1:00 PM	5:00 PM	6:45
12/1/2020	Tuesday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/2/2020	Wednesday	8:00 AM	11:00 AM	1:00 PM	3:00 PM	5:00
12/3/2020	Thursday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/4/2020	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/5/2020	Saturday	8:00 AM	10:30 AM			2:30
12/6/2020	Sunday					0:00
					Total Hours (This Week)	36:15

Getting a clear idea of productivity involves determining how those work hours were spent. With a spreadsheet-based timesheet, you are only informed of the number of hours worked and not how much progress your construction team made at the site during those hours. In other words, the data you get from a timesheet may not accurately reflect how productive your employees and contractors are when working on your projects or tasks. 3. 5116108188.pdf More work involved While a timesheet does help track hours worked, it can be a tedious task because you have to manually fill in all the hours worked and calculate it yourself for each pay period. The lack of automation means a lot of extra work. When you're managing numerous employees and contractors, checking every individual timesheet takes a lot of time — especially if you're going at it alone. While you can hire someone to handle your payroll for you, it will only add to your expenses. Fortunately, there is a better alternative. The smart alternative to construction timesheets Clearly, timesheet templates have a number of disadvantages and limitations, especially for the construction industry. Don't worry. There's a smarter way to track time — using time tracking or timesheet software! Time tracking software allows you to manage timesheets as well as assess the productivity of employees. It also helps employees and contractors analyze and improve their own time management. Time Doctor is one such productivity management tool. 29395817768.pdf It automatically generates reports that are way more accurate than traditional timesheets. What is Time Doctor? Time Doctor is a powerful employee productivity management software, widely used by large corporations as well as SMBs to simplify employee productivity management. Here's a quick look at how Time Doctor overcomes the limitations of tracking time using a Google Sheet: 1. Improved time tracking Spreadsheet-based timesheet templates rely on constant manual data entry, which can lead to inaccurate entries. 88898964709.pdf Time Doctor addresses this issue by automating time tracking and productivity monitoring — making it more efficient and accurate. Employees and contractors can easily track the time they spend on any given task or project. How can they do this? Here's how: Download Time Doctor.Sign in with your credentials.Fill in the task name and project.Press the Start button to start time tracking.
The app will run in the background and perform an automatic calculation of task time so employees and contractors can focus on their work instead of worrying about filling in timesheets. Once they stop work or go on a lunch break, employees can stop the timer, and the software stops tracking time. This way, Time Doctor only tracks time when the worker voluntarily turns on the timer. 2. Productivity dashboard and timesheet reports The dashboard is the first page you see when you log into your Time Doctor web account. It's a great way to take a look at what your workers are working on in real time. You can also see how many hours they've worked for the day/week/month. Workers can view their own time tracking stats but won't be able to view that of their coworkers. Time Doctor also provides accurate timesheets and productivity reports to help analyze your team's performance. Here's an overview of some of the reports you can view: A. Timesheet report The online Timesheet Report shows the total time worked on a particular day of the week for all workers across a chosen date range. B. Time use report The Time Use Report shows a breakdown of the total amount of time each person worked.
It also shows the amount of time spent on each task, along with associated projects. C. Timeline report This report shows a precise, detailed breakdown of a single day, by the minute for one or more workers. D. Web and app usage report The Web and App Usage Report can be enabled to show which sites and apps you and your workers have used while at work. E. Projects report Instead of the typical project timesheet template, you may be familiar with, Time Doctor's Project Report accurately displays how much time is spent on specific projects. It also shows which worker was involved with which projects and on which dates. 3. GPS tracking Time Doctor also has a GPS tracking feature for its mobile app for Android devices. This allows you to check whether your workers are at the construction site. Once the feature is enabled, you also get GPS tracking reports showing the location of your workers. Note: The GPS tracking feature only records your locations when you're working. To ensure your privacy, Time Doctor will not track your location for the entire day.
Additionally, it's best to inform workers in advance to ensure they're aware of their location being tracked during work hours. 4. Better payroll management Most small businesses rely on Microsoft Excel templates for payroll records. Thankfully with Time Doctor, you no longer have to rely on an Excel timesheet template and formulas to calculate your payroll. Time Doctor allows you to easily generate payroll invoices and pay employees, freelancers, and contractors at any time. With Time Doctor, you can: Specify a payment rate for each employee or contractor. Select the required payment currency and payment method for each user. All the information entered for employees (payment rate, currency, and payment method) will be saved for your next payroll.Another handy feature is that you can export your payroll as a CSV file and upload it to PayPal or Wise, formerly TransferWise to make batch payments to multiple employees at a time. 5.
Multiple integrations No one uses just one software anymore, and maintaining productivity across these apps can be challenging. Time Doctor allows you to integrate software to make productivity management even easier. Some of Time Doctor's popular integrations include Asana, G Suite, ClickUp, Evernote, Zendesk, and more. Final thoughts Tracking your construction team's work hours not only helps you pay them fairly but it also helps analyze their productivity.
While the free Excel timesheet templates (and PDF & Word templates) we've provided can help speed up the process, it can be manually tiring to use them for a massive team. If you really want to streamline the process, there's a much better option — an employee productivity management tool like Time Doctor. You'll be able to track billable hours with increased accuracy and efficiency, which means more profitability down the line! Time Doctor is the ultimate productivity solution for any construction company out there, so why not sign up today? Liam Martin is a co-founder of Time Doctor which is software to improve productivity and help keep track and know what your team is working on, even when working from home. Download Weekly Timesheet Template for Excel Use this weekly timesheet template to enter start and finish times each day.
The table columns allow you to record and differentiate among regular, overtime, holiday, and other hour types. Employees can track hours and pay with the corresponding hour rates in the bottom three rows of this Excel timesheet template. To record work hours in your choice of formats and for various pay periods, check out our roundup of free timesheet and time card templates. Download Multiple Employee Timesheet Template for Excel Multiple employees can use this timesheet template to identify work shifts and enter a week's worth of daily hours. With this Microsoft Excel template, employees can also list their department and calculate total weekly hours. Use the daily break and lunch rows for accurate, up-to-the-minute tracking and record keeping. To enter and submit work hours each week, check out our free weekly timesheet templates. Download Weekly Project Timesheet Template for Excel Project managers can use this weekly project timesheet template to track regular, overtime, vacation, and other employee hours every day of the week. This simple, detailed Excel template features sections that automatically total hours and calculate daily and weekly pay-by-hour totals and rates. The Project section at the top of the timesheet also includes space to describe the project in detail. Download more free templates designed specifically for biweekly pay periods. 64185109775.pdf Download Weekly Construction Timesheet Template for Excel Construction teams can use this timesheet template to list important site information, as well as their trade, title, and ID number. Enter daily regular, overtime, and other hours — as well as the corresponding pay rates — to calculate total pay. General contractors can rely on this weekly timesheet template for accurate updates and estimates for construction job completion. To enter and submit daily work hours, check out our article with free daily timesheet and time card templates. Download Consultant Timesheet Template for Excel Use this timesheet template to enter and track billable hours for the week and across multiple tasks. With seven columns for each day of the week, this template provides the scheduling flexibility consultants might need. Plus, the template includes space at the bottom of the chart for agreement and approval signatures. You can also enter, track, and manage monthly payrolls with one of these free monthly timesheet templates. 85385042484.pdf Download Biweekly Timesheet Template for Excel This timesheet template features space for employee and company details, as well as start and end dates for biweekly pay periods. List dates, along with specific start and end times for lunch and daily work hours, and add notes and more details in the space provided. To find and download timesheets in another spreadsheet format, use one of these free Google Sheets timesheet templates. Download Biweekly Project Timesheet Template for Excel Use this biweekly project timesheet template to track work activities and hours for multiple projects at once. Project managers can use the template to track activity hours for two different projects on the same day over two weeks of work. This template also functions as a record of task status to inform larger project management needs.
Download Timesheet Template with Lunch for Excel With this Excel template, you can enter start and end times for daily lunch, as well as two daily breaks, for a biweekly pay period. This timesheet template includes sections to note employee and company information, including names, addresses, an ID number, and department.
The bottom of the timesheet includes cells for total hours and pay for both regular and overtime hours. Download Monthly Timesheet Template for Excel Use this monthly timesheet template to enter and track regular, overtime, vacation, and other hours. The bottom rows of this template provide hour totals, rates for each hour type, and total pay calculations in an Excel spreadsheet. This template also includes a column that lists the total hours for daily work tracking. Download Monthly Volunteer Timesheet Template for Excel Describe volunteer work for different organizations on different days with this timesheet template. Volunteers can list amounts for required hours, completed hours, and the balance due for the month. This template features space for advisor contact information and a signature column for daily hours approvals.



ACT Construction Weekly Time Sheet

First Name	Last Name

Date	Task Description	Job Name	Time Started	Time Stopped

Download Daily Timesheet Template for Excel Use this timesheet template to enter regular, vacation, and other hours for any daily work shift. You can then track hour totals and calculate gross pay. Plus, the bottom of the timesheet includes space for dated submission and approval signatures. An Excel timesheet template is a spreadsheet that businesses use to track employee hours and manage their payrolls. These templates allow employees to enter total hours and calculate pay easily, and are also organized and editable to suit your needs. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today.