


☐

I'm not robot


reCAPTCHA

I'm not robot!

Excel template employee hours

Employee schedule template with total hours excel. Excel template for tracking employee hours. Excel hours calculation template. Excel template to track work hours. Excel template for working hours.

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. 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. 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.

TIMESHEET					
EMPLOYEE NAME:					
WEEK:		Date covered:			
Day	In	Out	Hours	Total	REMARKS
MON			0.0		
			0.0		
			0.0		
			0.0		
TUES			0.0	0.0	
			0.0		
			0.0		
			0.0		
WEDS			0.0	0.0	
			0.0		
			0.0		
			0.0		
THURS			0.0	0.0	
			0.0		
			0.0		
			0.0		
FRI			0.0	0.0	
			0.0		
			0.0		
			0.0		
overtime			0.0	0.0	
			0.0		
			0.0		
			0.0		
Total Hours:				0	
APPROVED BY:					

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. 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. Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW.