

The best timesheet templates for you to track daily work

Do you need an Excel or Word timesheet template? Below is a collection of different templates, to help you manage your time effectively.

Do you need a Microsoft Excel or Word timesheet template? Below is a collection of different templates, to help you manage your time effectively .



If your job requires a timesheet or timesheet such as a contractor, temporary employee, part-time employee, etc., make sure you have a suitable timesheet to track work hours.

Depending on the spreadsheet, you can track daily and weekly work hours, even including breaks and overtime. The templates below are easy to use and cover the most common time tracking scenarios.

Weekly timesheet template

These templates often include columns to track hours worked, overtime hours worked, and any time off. You can easily use and customize them quickly according to your needs.

Weekly timesheet template for Excel

Time Sheet

Employee Details: Name Email Phone

Manager Details: Name

Period Start Date Period End Date

Total Work Week Hours: 40.00

Total Hours Worked: 8.00

Regular Hours: 8.00

Overtime Hours: 0.00

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
10/25/17	8am	11:30am	12:30pm	5pm	8.00
Date	Time In	Lunch Start	Lunch End	Time Out	0.00
Date	Time In	Lunch Start	Lunch End	Time Out	0.00
Date	Time In	Lunch Start	Lunch End	Time Out	0.00

TipsMake

If you want to use Excel as a time tracking spreadsheet, this is the perfect template for you to manage your work hours by week. Just enter your name, email address, and phone number along with the manager's name. Add dates, start and end times, and lunch breaks.

Total working hours per day at the end of the line. You can categorize the columns as needed, and this timesheet template will now show time based on 40 hours worked weekly.

Weekly timesheet template for Word

EMPLOYEE NAME: SANDY		TITLE: YOUR TITLE			
EMPLOYEE NUMBER: YOUR EMPLOYEE NUMBER		STATUS: YOUR STATUS			
DEPARTMENT: DEPARTMENT NAME		SUPERVISOR: SUPERVISOR NAME			

DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
10/25/17	9am	2pm	5	0	5
Date					
Date					
Date					
Date					
Date					
Date					

TipsMake

If you prefer to use Microsoft Word for your timesheets, this weekly template from Office is also a good choice for you. You can include information at the top, along with name, title, status, employee number, and other details.

Enter start and end times, regular and overtime hours, and total them at the end of the row. If you work part-time, this is ideal because it doesn't include a lunch break.

Weekly timesheet with unpaid leave (Excel)

[Company Name] Employee Name: _____
 [Address 1] Supervisor Name: _____
 [Address 2] _____
 [City, State ZIP] _____
 [Phone] _____ Week of: 1/5/2015

Day of Week	Regular Hrs	Overtime Hrs	Sick	Vacation	Holiday	Unpaid Leave	Other	TOTAL Hrs
Mon 1/5								0.00
Tue 1/6	8.00	0.43						8.43
Wed 1/7								0.00
Thu 1/8								0.00
Fri 1/9								0.00
Sat 1/10								0.00
Sun 1/11								0.00
Total Hrs:	8.00	0.43	0.00	0.00	0.00	0.00	0.00	8.43
Rate/Hour:	15.00	23.00	15.00	15.00	15.00	0.00	0.00	
Total Pay:	120.00	9.89	0.00	0.00	0.00	0.00	0.00	\$ 129.89

TipsMake

This Excel timesheet template from Vertex42 is perfect if you need to track weekly work hours, including unpaid days. It has fields to enter daily work hours, overtime, sick leave, travel leave, holidays and unpaid leave at the end.

Biweekly timesheet template

A biweekly timesheet template is a document employees use to track the hours they work over the course of two weeks.

Biweekly timesheet for Excel

Biweekly Time Card [Company Name] Vertex42 Time Card Calculator

[Address 1] Employee Name: _____
 [Address 2] Manager Name: _____
 [City, State ZIP] _____
 [Phone] _____ Week Starting: 11/6/2017

Day of Week	Time In	Breaks (min:sec)	Time Out	Total Hrs	Regular Hrs	Overtime Hrs	Sick Hrs	Holiday Hrs	Vacation Hrs
Mon 11/6	9:05 AM	15	6:00 PM	8.67	8.00	0.67			
Tue 11/7	9:05 AM	30	5:45 PM	8.17	8.00	0.17			
Wed 11/8	9:00 AM	45	6:30 PM	8.75	8.00	0.75			
Thu 11/9	9:00 AM	45	6:30 PM	8.75	8.00	0.75			
Fri 11/10	9:00 AM	40	4:45 PM	7.08	7.08	0.00			
Sat 11/11	8:00 AM	0	10:00 AM	2.00	0.92	1.08			
Sun 11/12				0.00	0.00	0.00			
Total Hrs:				40.00	3.42	0.00	0.00	0.00	0.00
Mon 11/13	9:05 AM	15	6:00 PM	8.67	8.00	0.67			
Tue 11/14	9:05 AM	30	5:45 PM	8.17	8.00	0.17			
Wed 11/15	9:00 AM	45	6:30 PM	8.75	8.00	0.75			

TipsMake

Instructions and Notes:
 • Remember to update the Overtime Options to the right of the calendar above
 • Time In / Time Out should only be recorded for hours worked (not Sick, Holiday, etc.)
 • You can control rounding via the times you enter. Total Hrs is rounded to the nearest minute.
 • You can hide (but do not delete) columns A through W

If you get paid every two weeks, download this form now. This Excel workbook has 4 tabs for your convenience.

Just select the spreadsheet, enter your personal information and hourly rate. This table will automatically update your data, making it super easy to track your bi-weekly hours worked and total pay received.

Basic biweekly timesheet for Excel

If you want to stick with the bi-weekly personal time tracking template, try this suggestion now.

Fill in the login and exit times, Excel will automatically calculate for you in the remaining columns. Make sure you add your hourly rate at the top, so you can track your pay per day, per week, and total.

Name:	Michael BiWeekly			
Weeks of:	06/01 & 06/08			
Hourly Rate	\$15.00			
Week of 06/01/09	Log In	Log Out	Hrs worked	Total Pay
Monday	9:00 AM	7:00 PM	10.00	\$ 150.00
Tuesday			0.00	\$ -
Wednesday			0.00	\$ -
Thursday			0.00	\$ -
Friday			0.00	\$ -
Saturday			0.00	\$ -
Sunday			0.00	\$ -
Week of 06/08/09	Log In	Log Out	Hrs worked	Total Pay
Monday	9:00 AM	7:00 PM	10.00	\$ 150.00
Tuesday			0.00	\$ -
Wednesday			0.00	\$ -
Thursday			0.00	\$ -
Friday			0.00	\$ -
Saturday			0.00	\$ -
Sunday			0.00	\$ -
			TOTAL	\$ 135.00

The bottom of this template shows the formatting needed to perform automatic calculations. So let's take a look at that before you get started. And you can choose from two tabs, one for seven-day workweeks and one for Monday-Friday workweeks.

Monthly timesheet template

A monthly timesheet template is a document that allows employees and managers to track hours worked in a month.

Basic monthly timesheet template for Excel

Name:	Michael Monthly			
Month:	Jun-09			
Hourly Rate	\$15.00			
Week of 06/01/09	Log In	Log Out	Hrs worked	Total Pay
Monday	9:00 AM	7:00 PM	10.00	\$ 150.00
Tuesday	9:00 AM	6:00 PM	9.00	\$ 135.00
Wednesday	9:00 AM	5:00 PM	8.00	\$ 120.00
Thursday	9:00 AM	5:00 PM	8.00	\$ 120.00
Friday	9:00 AM	6:00 PM	9.00	\$ 135.00
			TOTAL	\$ 660.00
Week of 06/08/09	Log In	Log Out	Hrs worked	Total Pay
Monday	9:00 AM	6:00 PM	9.00	\$ 135.00
Tuesday			0.00	\$ -
Wednesday			0.00	\$ -
Thursday			0.00	\$ -
			TOTAL	\$ 135.00
			WEEKLY HOURS	WEEKLY PAY
			44.00	\$ 660.00
			9.00	\$ 135.00
			9.00	\$ 135.00
			9.00	\$ 135.00
			9.00	\$ 135.00
			9.00	\$ 135.00
			MONTHLY TOTAL	\$ 1,200.00

The spreadsheet template from CalculateHours is a great choice for tracking hours worked each month without daily breaks. The great thing about this is that it automatically calculates the total for you by week in the

summary section.

Monthly timesheet template for projects in Excel

PROJECT		Code	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F
Redesign	R0014	2.5																					
Form Design	F0001	3.5																					
Holiday																							
Vacation																							
Sick Leave																							
Personal Leave																							
Total Hours:		2.5	3.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regular Hours:																							

If you need to know how many hours you've spent working on different projects, try this template. It allows you to divide your work hours by project instead of just by day.

Just enter the details above such as name, department and company information. Then add the project name, selected code, and total hours per day.

Above are **some quality timesheet templates that are widely used today on Excel and Word** . Hope this article has suitable options for you.

You finished reading the article "**The best timesheet templates for you to track daily work**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.