**[](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Weekly+Project+Timesheet+doc+11550&lpa=Weekly+Project+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)WEEKLY PROJECT TIMESHEET TEMPLATE**

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| --- | --- | --- | --- |
| **EMPLOYEE** |  | | |
| **PROJECT** |  | | |
| **WEEK OF** |  | | |
|  |  |  |  |  |  |  |  |  |  |
| **DAY OF THE WEEK** | **START** | **FINISH** | **REGULAR HOURS** | **OVERTIME** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| Rate/HR |  |  |  |  |  |  |  |  |  |
| **Total Pay:** |  | |  |  |  |  |  |  |  |

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