Worked example - a sample week. Replace every detail with your own.

Weekly timesheet

Week starting: Monday 16 November 2026

Name	Sam Taylor	**Employer / client**	Example Services Ltd
Job title / project	Shop assistant	**Manager**	Alex Morgan

Day	Date	Start	Break (mins)	Finish	Hours worked	Notes
Monday	16/11	09:00	30	17:30	8:00	
Tuesday	17/11	09:00	30	17:30	8:00	
Wednesday	18/11	09:00	45	17:00	7:15	Stock check
Thursday	19/11	08:30	30	17:00	8:00	
Friday	20/11	09:00	0	13:00	4:00	Half day
Saturday	-	-	-	-	-	Day off
Sunday	-	-	-	-	-	Day off

Total hours	**35:15**

S Taylor

Employee signature

A Morgan

Manager signature

Worked example - a sample week. Replace every detail with your own.

How to use this template

Use this timesheet to record the hours worked in one week. Fill it in on screen or print it and write by hand each day.

1. **Add your details.** Write your name, who you work for and your job title or project.
2. **Record each day.** Enter the date, start time, break length and finish time.
3. **Work out the hours.** Finish time minus start time, minus the break. Write it as hours and minutes, for example 7:15.
4. **Add up the week.** Total the hours worked column and write it in the total box.
5. **Sign and hand in.** Sign it, ask your manager to sign, and keep a copy.

This template records hours only. For questions about pay, working time or holiday, see GOV.UK or ACAS guidance.