

# 2013 WEEKLY TIME SHEET

EMPLOYER:

Prepared for G-5 Employers

EMPLOYEE:   
WEEK ENDING:

EMPLOYEE SSN

| Date           | Start Time | End Time | Regular Hours | Overtime Hours* | Total Hours |
|----------------|------------|----------|---------------|-----------------|-------------|
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
|                |            |          |               |                 |             |
| PTO** HOURS    |            |          |               |                 |             |
| WEEKLY TOTALS: |            |          |               |                 |             |

\* OVERTIME IS HOURS WORKED GREATER THAN 40 IN THE PAYROLL WEEK \*\* PTO = Paid Time Off

| HOURLY RATE         | NUMBER OF HOURS | AMOUNT |
|---------------------|-----------------|--------|
| Regular Hours: \$   |                 | \$     |
| Overtime Hours: \$  |                 | \$     |
| TOTAL GROSS PAY (a) |                 | (a) \$ |

|  |                        |
|--|------------------------|
| GROSS PAY (a)                              | {a}\$                  |
| Less Social Security Tax 6.2% (a * .062):  | \$ or paid by Employer |
| Less Medicare Tax 1.45% (a * .0145)        | \$ or paid by Employer |
| Less Withheld Employee Federal Income Tax: | \$ or Not Withheld     |
| Less Withheld Employee State Income Tax:   | \$ or Not Withheld     |

NET PAYMENT TO EMPLOYEE: \$

Payment Date: \_\_\_\_\_ via Check # \_\_\_\_\_ or ☐ EFT to Employee Bank Account  
[Cash Payments Not Acceptable]

Employee Signature  Date:

Employer Signature  Date:

Timesheet for G-5 employees whose contract states pay frequency of WEEKLY.  
Separate time sheets must be maintained for each week.  
Employee must be paid every week legally present in US and physically able to work.  
Time sheets, employee payment, and tax reporting subject to audit.