

Weekly crew timesheet — completed example

One row per worker. Enter daily hours, then split regular and overtime, and approve at the end of the week. Rows below show a completed example.

Project / job	Maple Ridge Kitchen Renovation	Job / cost code	JOB-2417
Week starting (Mon)	2026-09-21	Crew / supervisor	Northside Framing — K. Whitfield
Overtime threshold (hrs/week)	40 (editable in the XLSX)	Approved by	

Employee	Trade	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Reg hrs	OT hrs	Total hrs
Andre Silva	Framer	8	8	9	8	8	4	0	40.0	5.0	45.0
Priya Nair	Framer	8	8	8	8	8	0	0	40.0	0.0	40.0
Tomas Novak	Apprentice	8	7.5	8	8	8	5	0	40.0	4.5	44.5
Karen Whitfield	Site supervisor	9	9	9	9	8	0	0	40.0	4.0	44.0

Supervisor signature: _____ Approved date: _____

Operational template for site records. Not legal, payroll or tax advice. Overtime and break rules vary by jurisdiction and by employment agreement — confirm the rules that apply to you. FastBuild is not a payroll or compliance provider.