

Weekly crew timesheet

One row per worker. Enter daily hours, then split regular and overtime, and approve at the end of the week.

Project / job		Job / cost code	
Week starting (Mon)		Crew / supervisor	
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

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.