ARDENT WORKSHOP

A FREE ARDENT WORKSHOP STARTER

Time Tracker Lite

A free one-person weekly timesheet that adds up right

1 worked week · 1 printable timesheet

How to use it

1. Type your name and the Monday your week starts in the cream cells. The seven dates and day names fill in by themselves.
2. For each day you worked, type Start, End and Break in minutes. Times like 9:00 AM or 17:30 both work.
3. Hours calculate in decimals: 7.5 means 7 hours 30 minutes. Overnight shifts are safe — 10:00 PM to 6:00 AM comes out as 8.0 hours, on the day the shift started.
4. The week total splits at a fixed 40 hours: up to 40 are regular, anything over is overtime. Your own rules may differ.

The worked week

Theo Brandt, a fictitious employee, worked the week of September 14, 2026. Each day is one row: when the day started, when it ended, and how many minutes of break came out in between. The hours column is end minus start minus break, in decimals.

Total: 8.0 + 9.5 + 9.5 + 9.5 + 8.0 = 44.5 hours. The first 40 are regular (40.0) and the remaining 4.5 are overtime. Type your own week into Time-Tracker-Lite.xlsx, the free spreadsheet on this guide's download page, ardentworkshop.com/resources/time-tracker-lite/.

Day	Start	End	Break (minutes)	Hours
Monday	9:00 AM	5:30 PM	30	8.00
Tuesday	9:00 AM	7:00 PM	30	9.50
Wednesday	9:00 AM	7:00 PM	30	9.50
Thursday	9:00 AM	7:00 PM	30	9.50
Friday	9:00 AM	5:30 PM	30	8.00
Saturday	-	-	-	-
Sunday	-	-	-	-
Week total				44.50
Regular (to 40)				40.00
Overtime (over 40)				4.50

Weekly timesheet

Print this page for a crew member or a family helper who would rather write it down. Times as on a clock with AM or PM (7:30 AM, 4:15 PM), breaks in minutes, hours in decimals (15 minutes = 0.25, 30 = 0.5, 45 = 0.75).

NAME	WEEK STARTING (DATE)	EMPLOYER / DEPARTMENT

Day	Date	Start	End	Break	Hours	Notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week total						

Break is in minutes. Hours are decimal.

REGULAR HOURS (UP TO 40)	OVERTIME HOURS (OVER 40)	TOTAL HOURS

EMPLOYEE SIGNATURE	DATE

APPROVED BY (SUPERVISOR)	DATE

Need more than one person, one week?

The free timesheet adds up one week. The full Time Tracker & Timesheet Workbook keeps going for the whole team.

WHAT THE FULL WORKBOOK ADDS

A shared time log for a whole team with a check on every row. A carried-forward hours-owed balance for flextime. Overtime by your own rule, weekly or daily, with a multiplier. Holidays, PTO and sick leave. Two-week pay periods. Project budgets and a dashboard. **Get the full Time Tracker & Timesheet Workbook ›**

See the full range at **ardentworkshop.com**.

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