# Weekly work hours log

PDF: calculate and review totals manually. Use Excel for calculations. Enter continuous work segments using full dates and a fixed UTC offset. Record meal breaks on the next sheet. See Read me before use.

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|---|---|---|---|
| **Project / production** | | **Prepared by** | |
| **Period / version** | | **Reviewed by / date** | |

| Worker / ref | Project / stop | UTC offset | Start date and time | End date and time | Recorded hours | Work type | Reviewer / ref | Notes |
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Recorded hours are elapsed time between entered timestamps. They do not determine payable hours or apply any wage, union, or meal-break rule.

# Meal break record

PDF: calculate and review totals manually. Use Excel for calculations. Record actual meal breaks with full dates. Note interruptions and ask payroll to confirm treatment. Nothing is automatically deducted from work hours.

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|---|---|---|---|
| **Project / production** | | **Prepared by** | |
| **Period / version** | | **Reviewed by / date** | |

| Worker / ref | Project / stop | UTC offset | Break start | Break end | Minutes | Interrupted? | Reviewer / ref | Notes / treatment |
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Recorded hours are elapsed time between entered timestamps. They do not determine payable hours or apply any wage, union, or meal-break rule.

# Weekly work hours and meal break log

Record work segments and actual meal breaks with full dates, time-zone context, and a clear trail for payroll review.

For crew, department leads, and time reviewers

## WHEN TO USE

Collecting a week of work records for review or reconciling a missing time entry.

## HOW TO USE

01 Use one row per continuous work segment and full start and end dates, including overnight work. Use one fixed UTC offset per row; split at offset changes or record in UTC.

02 Record each meal break separately. Exclude an unpaid break from work segments only when its treatment has been confirmed; paid breaks remain part of recorded work.

03 Review the recorded hours and exceptions with payroll. The workbook does not calculate pay, overtime, meal penalties, or legal compliance.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

Recorded hours are elapsed time between entered timestamps. They do not determine payable hours or apply any wage, union, or meal-break rule.

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Explore payroll workflows

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