Construction timesheet template

A weekly construction timesheet: one row per worker per day per job and cost code, with regular and overtime hours, rate and labor cost calculated — ready for payroll and job costing.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Date	Worker	Job	Cost code	Regular hours	Overtime hours	Rate ($/h)	Overtime multiplier	Total hours	Labor cost	Approved by

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-timesheet-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Date	Worker	Job	Cost code	Regular hours	Overtime hours	Rate ($/h)	Overtime multiplier	Total hours	Labor cost	Approved by
Oct 5, 2026	*D. Ruiz*	*J-1131*	*06-1000*	*8*	*0*	*$42*	*1.50*	*8*	*$336*	*Foreman*
Oct 6, 2026	*D. Ruiz*	*J-1131*	*06-1000*	*6*	*0*	*$42*	*1.50*	*6*	*$252*	*Foreman*
Oct 6, 2026	*D. Ruiz*	*J-1131*	*06-1600*	*2*	*2*	*$42*	*1.50*	*4*	*$210*	*Foreman*

How to fill it in

1. One row per worker, per day, per job and cost code — split a day across codes when the work changed.
2. Enter regular and overtime hours separately; total hours and labor cost calculate.
3. Have the foreman approve the week before it goes to payroll.
4. Filter by job and cost code to compare hours with the estimate — the labor productivity guide shows how.