

Use our “Weekly Timesheet for Multiple Jobs” if you work multiple jobs at the same time and need to allocate your working time and schedule for them.

<i>Title of 1st job / Customer</i>	<i>Job 1</i>	Monday date 24-Jan-22
<i>Title of 2nd job / Customer</i>	<i>Job 2</i>	
<i>Title of 3rd job / Customer</i>	<i>Job 3</i>	
<i>Title of 4th job / Customer</i>	<i>Job 4</i>	

First, name the places you work in the template and set the current week’s dates.

To do this, in the white fields “Title of job / Customer”, enter the names of the organizations where you work, the names of customers, or name your employment there. In the field under “Monday date,” enter the Monday date for the week you are scheduling for. Dates of all days of the week will be calculated from this value.

The table is elementary to use; it is designed for 4 different jobs and has work fields for 7 days of the week.

Consider the filling on the example of one day:

		<i>Time In</i>	<i>Time Out</i>	<i>Break</i>	<i>Total</i>	<i>Day Total</i>
MONDAY, 24-Jan-22	<i>Job 1</i>	7:00 AM	10:00 AM	0:15	2:45	9:50
	<i>Job 2</i>	10:15 AM	12:00 PM		1:45	
	<i>Job 3</i>	12:30 PM	3:30 PM	0:10	2:50	
	<i>Job 4</i>	4:00 PM	7:00 PM	0:30	2:30	

In the left column, you see the name of the day of the week and the corresponding date, and in the second column, you will see a list of the names of your works, as you indicated above. In the “Time In” column for each of your jobs, enter the time you started working on them, and in the “Time Out” column, the time you finished working on them.

If you took breaks during work, indicate their duration in the “Break” field, and then for each of the jobs in the “Total” column, the duration of working time per day will be calculated. In the “Day Total” column, you will see the total value of hours worked per day.

Do the same for all days of the week.

<i>Job 1 Total hours</i>	13:30	25.59%	Total Weekly hours	52:45
<i>Job 2 Total hours</i>	10:15	19.43%		
<i>Job 3 Total hours</i>	16:35	31.44%		
<i>Job 4 Total hours</i>	12:25	23.54%		

At the bottom of the sheet, you will see a summary table in which, for the corresponding jobs, in white boxes, you will see the total hours worked per week. In the next column - the percentage of the whole working time per week falls on each job. And accordingly, in the last column - the total number of hours worked per week.