

# Contractor Payroll Timesheet

Contractor Name		Employee ID	
Project Name		Week Starting	
Client/Department		Supervisor	

## Timesheet

Date	Day	Time In	Time Out	Regular Hours	Overtime Hours	Notes
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
<b>Total Hours</b>						

Approval Status		Payment Status	
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Contractor Signature

Date: \_\_\_\_\_

Supervisor Signature

Date: \_\_\_\_\_

## Important Notes

- All hours must be recorded daily and accurately.
- Timesheet must be approved by the project supervisor.
- Incomplete or false information may result in delayed payment.
- Ensure supporting documents are attached if required.
- This document is required for payroll processing and record keeping.