

Digital Timesheet Document

Employee Name	John Doe	Employee ID	EMP-12345
Department	Marketing	Reporting Period	2024-06-01 to 2024-06-07

Weekly Timesheet

Date	Day	Start Time	End Time	Break (hrs)	Total Hours	Work Description
2024-06-01	Mon	09:00	17:00	1	7	Content Review
2024-06-02	Tue	09:00	17:00	1	7	Marketing Strategy
2024-06-03	Wed	09:00	17:00	1	7	Client Meeting
2024-06-04	Thu	09:00	17:00	1	7	Campaign Planning
2024-06-05	Fri	09:00	16:00	1	6	Reporting

Total Hours Worked	34
Overtime Hours	0

Employee Signature

Supervisor Signature

Important Notes

- Ensure all entries are accurate and reflect actual hours worked.
- Break times must be correctly deducted from total hours.
- Unauthorized overtime will not be compensated.
- Supervisor approval is required for timesheet processing.
- Retain a copy of the signed document for your records.