

Remote Work Timesheet

Employee Name	_____	Employee ID	_____
Department	_____	Supervisor	_____
Week Starting	__/__/__	Week Ending	__/__/__

Timesheet Record

Date	Day	Start Time	End Time	Breaks (h:mm)	Total Hours	Tasks/Comments
__/__/__	Monday	__:__:__	__:__:__	__	__	_____
__/__/__	Tuesday	__:__:__	__:__:__	__	__	_____
__/__/__	Wednesday	__:__:__	__:__:__	__	__	_____
__/__/__	Thursday	__:__:__	__:__:__	__	__	_____
__/__/__	Friday	__:__:__	__:__:__	__	__	_____
__/__/__	Saturday	__:__:__	__:__:__	__	__	_____
__/__/__	Sunday	__:__:__	__:__:__	__	__	_____
Total Hours for the Week					__	

Employee Signature	_____	Date	__/__/__
Supervisor Approval	_____	Date	__/__/__

Important Notes

- All hours must be reported truthfully and accurately.
- Specify major tasks or deliverables for each working day.
- Timesheet must be submitted and approved weekly.
- Include any breaks or time away from the workstation.
- Retention of this document is essential for payroll and auditing.