Shift-Based Timesheet

Document for Recording Employee Working Hours by Shift

Employee Name:	
Employee ID:	
Department:	
Period:	

Date	Shift	Shift Start	Shift End	Break (min)	Total Hours Worked	Supervisor Initials
	Morning / Afternoon / Night					
	Morning / Afternoon / Night					
	Morning / Afternoon / Night					

Employee Signature:	
Supervisor Signature:	
Date:	

Important Notes:

- Ensure all fields are accurately filled out for each shift worked.
- Break durations must be clearly recorded and deducted from total hours worked.
- Supervisor initials are required to validate each shift entry.
- This document serves as official record for payroll and attendance verification.
- Submit the completed timesheet to the HR department at the end of each pay period.