

# Employee Timesheet

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Timesheet Period: From: \_\_\_\_\_ To: \_\_\_\_\_

## Timesheet Details

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	Comments
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
____ / ____ / ____	_____	____:____	____:____	--	--	_____
Total Hours for Period					_____	

## Authorization

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

### Important Notes:

- Timesheet must be completed accurately and submitted by the specified deadline.
- All entries should reflect actual hours worked; falsification may result in disciplinary action.
- Overtime must be pre-approved by the supervisor.
- Keep a personal copy for your records before submission.
- Contact HR for any queries related to timesheet policies or payroll calculation.