Daily Timesheet Template Audit Engagements

Employee Name

Date

Engagement Name/Code

Reviewer

Time Log

Start Time	End Time	Task Description	Engagement Code	Total Hours	Remarks
			Total Hours		

Daily Summary / Issues Identified

Employee Signature

Reviewer Signature

Important Notes

- Timesheets should be filled out daily with accurate details of time spent on each task.
- Clearly mention engagement codes and task descriptions for traceability.
- Summary and issues identified should highlight any major challenges or progress.
- Both employee and reviewer signatures are required for review and approval.
- This document is used as a basis for engagement review and resource planning in audit engagements.