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| EMPLOYEE TIME SHEET | | | | | |
| EMPLOYEE: |  | | | | |
| DEPARTMENT: |  | | | | |
| DATE FROM: |  | | DATE TO: |  | |
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| DATE | IN | OUT | REGULAR HOURS | OVERTIME HOURS | TOTAL HOURS |
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|  |  | TOTALS |  |  |  |
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| EMPLOYEE SIGNATURE: | | |  | DATE: |  |
|  |  | |  |  |  |
| MANAGER SUPERVISER/SIGNATURE: | | |  |  |  |