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| --- | --- | --- | --- | --- | --- |
| **TIME SHEET** | | | | | |
| Employee Name | |  | | | |
| Date From |  | |  | Date To |  |
| Department |  | |  | Payroll Number |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Start Time** | **End Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
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| **Totals** | | | |  |  |  |
|  | | | |  |  |  |
| **Notes:** | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |