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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 |  |