

# TIME SHEET

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

Date From \_\_\_\_\_ Date To \_\_\_\_\_

Department \_\_\_\_\_ Payroll Number \_\_\_\_\_

Day	Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours

**Totals**

--	--	--

**Notes:**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_