**TIME SHEET**

OVERVIEW

Every employer monitors employees’ daily time in and time out. In the absence of digital or online systems, employers use timesheets. A timesheet is an effective way to record the amount of time spent by the worker on each job. Traditionally a sheet of paper with data arranged in tabular format, a timesheet is now a digital document or spreadsheet. It should be signed by a supervisor and the employee who owns it for validation.

DISCLAIMER

This timesheet template can be used by any individual, small business or institution to track the worker’s daily time in and time out. Time sheets serve as basis for computing the salary earned by employees every day. Businesses can modify this template form to serve their business needs. Below is a sample timesheet:

TIME SHEET

Employee Name: Title:

Employee Number: Status:

Department: Supervisor:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **WEEKLY TOTALS:** |  |  |  |

SUPERVISOR

[AUTHORIZED SIGNATURE]

[NAME]

[JOB TITLE]

[COMPANY’S NAME]

EMPLOYEE

[AUTHORIZED SIGNATURE]

[NAME]

[JOB TITLE]

[COMPANY’S NAME]