

Daily Timesheet

One day, entry by entry — start, stop, break and what it was for.

Employee name	Date	Department / role
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Manager _____

[illegible]

How to use. Enter times as 9:00 AM / 5:30 PM. Breaks in hours — 0.5 = 30 minutes. Total the Hours column at the bottom.

Employee signature _____ Manager approval _____ Date approved _____