

Downloadable Timesheet Approval Form Sample for Small Businesses

Download our **timesheet approval form sample** designed specifically for small businesses to streamline employee time tracking and approval processes. This user-friendly template ensures accuracy and compliance while saving valuable administrative time. Easily customize and integrate it into your business operations for efficient workforce management.

Download Timesheet Approval Form

[Click here to download the Timesheet Approval Form \(Word Doc\)](#)

Preview of Timesheet Approval Form

Employee Name			Employee ID		
Department			Supervisor		

Date	Time In	Time Out	Breaks	Total Hours	Notes
Total Hours:					

Employee Signature: _____
Date: _____

Manager/Supervisor Approval: _____
Date: _____

For customization requests or additional support, please contact your HR department.