

Weekly Timesheet Verification Form

The **weekly timesheet verification form** sample is designed to help organizations accurately track employee work hours and attendance. This form ensures that timesheets are reviewed and approved, promoting accountability and efficient payroll processing. Utilizing a standardized template simplifies the verification process and minimizes errors.

Employee Information

Employee Name		Employee ID	
Department		Week Ending	

Timesheet Details

Date	Day	Time In	Time Out	Breaks (min)	Total Hours Worked	Comments
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Total Hours for the Week						

Verification & Approval

Employee Signature:Date:

Supervisor/Manager Signature:Date:

For Payroll Use Only

Total Verified Hours		Reviewed By	
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