

Fillable Hourly Timesheet Form Sample - Google Sheets

Discover a [fillable hourly timesheet form sample](#) in Google Sheets, designed to streamline employee time tracking and improve accuracy. This template allows easy input of hours worked, breaks, and overtime, ensuring efficient payroll processing. Customize and share the timesheet seamlessly for better workforce management.

Sample Google Sheets Timesheet Template

Date	Employee Name	Clock In	Break Start	Break End	Clock Out	Total Hours	Overtime Hours

How to Use This Template

1. Make a copy of the [Google Sheets Timesheet Template](#) to your Google Drive.
2. Fill in employee details, work hours, and breaks daily.
3. Review total and overtime hours at the end of the week.
4. Share the completed timesheet with payroll or HR for processing.

Customization Tips

- Add formulas to auto-calculate total and overtime hours.
- Use drop-downs for employee names for consistency.
- Protect cells to prevent accidental changes.

This sample is a basic structure. For a ready-to-use version, [click here to view in Google Sheets](#).