

## Nonprofit Part-Time Staff Timesheet Form Sample

This **nonprofit part-time staff timesheet form sample** helps organizations accurately record and track employees' working hours. It simplifies payroll processing and ensures compliance with labor regulations. Utilizing this form promotes transparency and efficiency in time management for part-time staff.

**Employee Name:**

**Position:**

**Week Ending (MM/DD/YYYY):**

Date	Day	Time In	Time Out	Breaks (hrs)	Total Hours Worked	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Weekly Total Hours:</b>					<input type="text"/>	

**Employee Signature:**  **Date:**

**Supervisor Name:**  **Supervisor Signature:**

**Submit Timesheet**

*All information provided is confidential and for payroll processing only.  
Please submit your completed timesheet by the end of each pay period.*