

Timesheet Submission Form

The **timesheet submission form** sample streamlines the process of logging work hours and includes an integrated approval section for supervisors. This design ensures accurate time tracking while facilitating quick reviews and approvals. It is ideal for improving efficiency in employee time management systems.

Employee Information

Employee Name

Employee ID

Week Of

Time Entry

| Date | Project / Task | Hours Worked | Notes |
|----------------------|----------------------|----------------------|----------------------|
| <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"/> |

Total Hours

Employee Comments (Optional)

Supervisor Approval

Supervisor Name

Approval Status

 Pending

Supervisor Comments

Submit Timesheet