

# Timesheet Verification Form Sample

The **timesheet verification form sample** includes an approval section designed to streamline employee time tracking and ensure accuracy. This form facilitates easy validation of worked hours by supervisors before final submission. Utilizing such templates helps maintain accountability and improves payroll processing efficiency.

## Employee Information

Employee Name	Employee ID	Department	Supervisor
<input type="text" value="Enter name"/>	<input type="text" value="Enter ID"/>	<input type="text" value="Enter department"/>	<input type="text" value="Enter supervisor"/>

## Timesheet Details

Date	Day	Time In	Time Out	Total Hours	Remarks
<input type="text"/>	<input type="text" value="e.g. Monday"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. 8"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="e.g. Tuesday"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. 7.5"/>	<input type="text"/>

### Approval Section

Employee Signature:

Date:

Supervisor Verification:

☐ Verified

Supervisor Name:

Signature:

Date:

Comments/Notes: