

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
Enter name	Enter ID	Enter department	Enter supervisor

Timesheet Details

Date	Day	Time In	Time Out	Total Hours	Remarks
	e.g. Monday			e.g. 8	
	e.g. Tuesday			e.g. 7.5	

Approval Section

Employee Signature: Date:

Supervisor Verification: Verified

Supervisor Name: Signature:

Date:

Comments/Notes: