

Nonprofit Employee Timesheet Form

This **nonprofit employee timesheet form** sample simplifies tracking work hours for nonprofit organizations, ensuring accurate and efficient payroll processing. Designed with ease of use in mind, it helps maintain transparency and accountability in employee time management. Customize the form to fit your organization's unique requirements seamlessly.

Employee Information

Employee Name		Employee ID	
Department		Supervisor	
Week Starting		Week Ending	

Weekly Timesheet

Date	Day	Time In	Time Out	Lunch Break (min)	Total Hours Worked	Notes
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Total Hours This Week						

Employee Signature:

Date: _____

Supervisor Signature:

Date: _____