

# Employee Timesheet

**Printable Employee Timesheet Form** sample offers an easy-to-use template for tracking daily work hours and attendance. Designed for accuracy and simplicity, it helps businesses efficiently record employee time and calculate wages. Download and customize this form to streamline workforce management and ensure compliance with labor regulations.

<b>Employee Name:</b>		<b>Employee ID:</b>	
<b>Department:</b>		<b>Week Starting:</b>	

Date	Day	Time In	Time Out	Lunch Break	Total Hours	Overtime Hours	Remarks
__/__/__	Monday						
__/__/__	Tuesday						
__/__/__	Wednesday						
__/__/__	Thursday						
__/__/__	Friday						
__/__/__	Saturday						
__/__/__	Sunday						

Total Regular Hours	Total Overtime Hours	Supervisor Approval

<b>Employee Signature:</b> _____	<b>Date:</b> _____	<b>Supervisor Signature:</b> _____	<b>Date:</b> _____
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