

Basic Hourly Timesheet Form (Contractor)

This **basic hourly timesheet** form sample is designed for contractors to accurately log work hours and track project time efficiently. It simplifies payroll processing by providing clear sections for date, hours worked, and task descriptions. Using this form helps ensure transparent and organized time reporting for both contractors and employers.

Contractor Name:		Week Ending:	
Project/Client:		Supervisor/Manager:	

Date	Start Time	End Time	Breaks (hours)	Total Hours Worked	Task/Description	Supervisor Initials
__/__/__	__:__	__:__	__	__		
__/__/__	__:__	__:__	__	__		
__/__/__	__:__	__:__	__	__		
__/__/__	__:__	__:__	__	__		
__/__/__	__:__	__:__	__	__		
Total Hours This Period:				__		

Contractor Signature:	Supervisor/Manager Signature:
Date: __/__/__	Date: __/__/__