

# Nonprofit Timesheet Form Sample

This **nonprofit timesheet form sample** includes a dedicated approval section to streamline the tracking and authorization of employee hours. It ensures transparency and accountability in recording work time, making it ideal for nonprofit organizations. The form simplifies the approval process, enhancing operational efficiency.

Employee Name:

Department:

Supervisor:

Week Starting:

## Timesheet

Date	Start Time	End Time	Break (minutes)	Total Hours	Work Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours:				<input type="text"/>	

## Approval Section

Employee Signature:

Date:

Supervisor Approval:

Date:

Comments:

Submit Timesheet