

Simple Timesheet Form Sample with Lunch Break

A simple timesheet form sample with lunch break helps employees accurately record working hours and break times. It streamlines payroll processing and ensures compliance with labor regulations. This form design is user-friendly and easy to customize for various business needs.

Employee Information

Employee Name:		Employee ID:	
Department:		Week Starting:	

Timesheet

Date	Time In	Lunch Start	Lunch End	Time Out	Total Hours Worked	Notes

Approval

Employee Signature:		Date:	
Supervisor Signature:		Date:	