

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
<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"/>
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Approval

Employee Signature:		Date:	
Supervisor Signature:		Date:	