Simple Timesheet Form

Efficiently track employee hours with this **simple timesheet form** sample designed for small businesses. Its user-friendly layout ensures quick and accurate time entry, improving payroll accuracy. Ideal for streamlining time management and boosting productivity in any small business setting.

Employee Name: _____   **Week Starting:** _____

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	
	Monday	09:00	17:00	1	7	
	Tuesday	09:00	17:00	1	7	
	Wednesday	09:00	17:00	1	7	
	Thursday	09:00	17:00	1	7	
	Friday	09:00	17:00	1	7	
				Total Hours for Week:	35	

Employee Signature: _____   **Manager Approval:** _____