

Automated Timesheet Form Sample Excel Sheet

Streamline your workforce management with this **automated timesheet form** sample Excel sheet, designed to accurately track employee hours and calculate pay. Ideal for businesses aiming to reduce manual errors, this template enhances productivity by simplifying time entry and reporting. Integrate this efficient tool into your payroll system to save time and ensure precise attendance records.

Sample Automated Timesheet (Excel Format)

Employee Name	Date	Time In	Time Out	Break Time (hrs)	Total Hours Worked	Hourly Rate (\$)	Daily Pay (\$)
John Doe	2024-06-10	09:00	17:00	1	=((17-9)-1)	20	=((17-9)-1)*20
Jane Smith	2024-06-10	08:30	17:30	1	=((17.5-8.5)-1)	22	=((17.5-8.5)-1)*22

Instructions for Use:

- Input employee details, work times, and hourly rates.
- Excel formulas auto-calculate total hours and daily pay:
 - Total Hours Worked:* =((Time Out - Time In) - Break Time)
 - Daily Pay:* =(Total Hours Worked) * (Hourly Rate)
- Customize and extend the table for weekly/monthly calculations with Excel's SUM and SUMPRODUCT formulas.

Download your automated timesheet form template in Excel format and easily integrate it into your business workflow:

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