Daily Timesheet Report

The **daily timesheet report** provides an accurate record of employee work hours, including regular and overtime calculations. This report helps streamline payroll processing and ensures compliance with labor regulations. Managers can easily monitor productivity and manage labor costs effectively.

Date	Employee Name	Time In	Time Out	Regular Hours	Overtime Hours	Total Hours
2024-06-15	John Doe	08:00 AM	06:30 PM	8.0	2.5	10.5
2024-06-15	Jane Smith	09:00 AM	05:30 PM	8.0	0.5	8.5
2024-06-15	Alex Brown	07:30 AM	05:00 PM	8.0	1.5	9.5
Total				**24.0**	**4.5**	**28.5**

Note: Overtime is calculated as hours worked above 8.0 hours per day. Please ensure all records are accurate and submit the report for payroll processing.