

Free Simple Timesheet Form Sample for Excel

Download our **free simple timesheet form sample** for Excel to efficiently track employee hours and improve payroll accuracy. This easy-to-use template simplifies time management and ensures accurate record-keeping. Perfect for businesses seeking a straightforward solution to monitor work hours.

Sample Timesheet Form (Excel Format)

| Employee Name | Week Starting | Department |
|---------------|---------------|------------|
| Enter Name | MM/DD/YYYY | Department |

| Date | Day | Time In | Time Out | Break (hrs) | Total Hours | Notes |
|----------------------|-----|---------|----------|-------------|-------------|-------|
| MM/DD | Day | HH:MM | HH:MM | 0.5 | 8 | Notes |
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| MM/DD | Day | HH:MM | HH:MM | 0.5 | 8 | Notes |
| MM/DD | Day | HH:MM | HH:MM | 0.5 | 8 | Notes |
| Weekly Total: | | | | | 40 | |

Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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