

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
<input type="text" value="Enter Name"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Department"/>

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	Notes
<input type="text" value="MM/DD"/>	<input type="text" value="Day"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>	<input type="text" value="0.5"/>	<input type="text" value="8"/>	<input type="text" value="Notes"/>
<input type="text" value="MM/DD"/>	<input type="text" value="Day"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>	<input type="text" value="0.5"/>	<input type="text" value="8"/>	<input type="text" value="Notes"/>
<input type="text" value="MM/DD"/>	<input type="text" value="Day"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>	<input type="text" value="0.5"/>	<input type="text" value="8"/>	<input type="text" value="Notes"/>
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<input type="text" value="MM/DD"/>	<input type="text" value="Day"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>	<input type="text" value="0.5"/>	<input type="text" value="8"/>	<input type="text" value="Notes"/>
Weekly Total:					<input type="text" value="40"/>	

Signatures

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____

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