

Timesheet Verification Form (Remote Workers)

Ensure accurate tracking with our **timesheet verification form sample** designed specifically for remote workers. This template helps verify hours worked and maintain transparency in remote team management. Simplify payroll processing and boost productivity by using a standardized form.

Employee Information

Employee Name:

Employee ID: Department:

Manager/Supervisor:

Week Starting: Week Ending:

Weekly Timesheet

Date	Day	Start Time	End Time	Breaks (hrs)	Total Hours Worked	Work Description / Task Summary
<input type="text"/>	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours This Week:					<input type="text"/>	

Verification & Signatures

Employee Signature: Date:

Supervisor/Manager Signature: Date:

Notes: By signing, the employee certifies that the information provided is accurate and all hours were worked as listed. The supervisor/manager verifies and approves the timesheet for payroll processing.