

Payroll Timesheet Verification Form

This **payroll timesheet verification form sample** ensures accurate tracking of employee work hours for timely and precise payroll processing. It simplifies the review process by providing a clear format for supervisors to confirm attendance and hours worked. Using this form helps prevent payroll discrepancies and supports compliance with labor regulations.

Employee Information

Employee Name:		Employee ID:	
Department:		Pay Period (From):	
Job Title:		Pay Period (To):	

Timesheet Record

Date	Day	Time In	Time Out	Breaks (min)	Total Hours Worked	Remarks
Total Hours for Pay Period:						

Verification & Approval

Employee Signature: <hr/> Date: _____	Supervisor Signature: <hr/> Date: _____
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