

## Internship Timesheet Form

The **PDF internship timesheet form sample** provides a structured template to accurately record intern work hours and activities. It ensures clear documentation for both interns and supervisors, streamlining time tracking and approval processes. This form is essential for maintaining organized internship records and facilitating payroll management.

<b>Intern Name:</b>		<b>Supervisor Name:</b>	
<b>Department:</b>		<b>Week Starting:</b>	
<b>Intern ID:</b>		<b>Week Ending:</b>	

Date	Start Time	End Time	Break (hrs)	Total Hours Worked	Tasks/Activities Performed	Supervisor Initials
<b>Total Hours This Week</b>						

**Intern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_