

Weekly Employee Timesheet Approval Form Sample PDF

The **weekly employee timesheet approval form** sample PDF streamlines the process of tracking and validating work hours. It ensures accurate recording of employee attendance and facilitates timely payroll processing. This form is essential for maintaining organized and compliant workforce management.

Sample Preview

EMPLOYEE TIMESHEET APPROVAL FORM						
Employee Name:			Week Ending:			
Department:			Employee ID:			
Date	Day	Time In	Time Out	Breaks (min)	Total Hours	Supervisor Initials
MM/DD/YY	Mon	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Tue	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Wed	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Thu	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Fri	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Sat	__ : __	__ : __	__	__ : __	__
MM/DD/YY	Sun	__ : __	__ : __	__	__ : __	__
Total Hours This Week:					__ : __	__

Employee Signature:

Date: _____

Supervisor Approval:

Date: _____

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