

Blank Timesheet Form Sample

This **blank timesheet form sample** includes a dedicated lunch break section to accurately track work hours and breaks. It is designed for easy daily time entry, ensuring precise payroll and attendance management. Ideal for businesses seeking efficient timekeeping solutions.

Employee Name:

Employee ID: Department:

Week Starting:

Weekly Timesheet

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours Worked	Notes
<input type="text"/>	Monday	<input type="text"/>	<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"/>
<input type="text"/>	Wednesday	<input type="text"/>	<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"/>
<input type="text"/>	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours for Week:						<input type="text"/>	

Approval

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

- Please fill out this timesheet daily for accurate record-keeping.
- Be sure to accurately record both lunch out and lunch in times.
- Submit this form to your supervisor at the end of the week.