

# Digital Timesheet Submission Form

This **digital timesheet submission form** sample PDF offers a streamlined way to record and submit work hours accurately. Designed for easy use, it ensures efficient tracking of employee time and attendance. Ideal for businesses aiming to digitize their payroll process.

## Sample Form Preview

Employee Name	_____	Employee ID	_____
Department	_____	Week Starting	_____/_____/____

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	Notes
_____/_____/____	Monday	____:____	____:____	____	____	_____
_____/_____/____	Tuesday	____:____	____:____	____	____	_____
_____/_____/____	Wednesday	____:____	____:____	____	____	_____
_____/_____/____	Thursday	____:____	____:____	____	____	_____
_____/_____/____	Friday	____:____	____:____	____	____	_____
_____/_____/____	Saturday	____:____	____:____	____	____	_____
_____/_____/____	Sunday	____:____	____:____	____	____	_____

Employee Signature: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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