

# 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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