Remote Work Timesheet Form
(Including Break Hours)

This **remote work timesheet form** sample includes sections for accurate logging of work hours and designated break periods, ensuring streamlined time management for remote employees. It helps track productivity while maintaining compliance with labor regulations. Easily customizable, it supports efficient remote workforce management.

Employee Information

Name:	
Employee ID:	
Department:	
Week Starting:	

Daily Work & Break Hours

Day	Date	Start Time	End Time	Break Start	Break End	Total Hours Worked
Monday						e.g. 7.5
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Total Weekly Hours:	

Supervisor Approval

Supervisor Name:	
Approval Date:	

Submit Timesheet

Note: Ensure all work and break hours are accurately recorded. Submitting false data may result in disciplinary action and impact compliance with labor laws.