

# Simple Employee Timesheet Form Sample (Excel)

A **simple employee timesheet form** in Excel helps track work hours efficiently and accurately. This sample form is designed for ease of use, allowing employees to log their start and end times quickly. It ensures streamlined payroll processing and improved time management.

## Sample Timesheet Form (Table)

Date	Employee Name	Start Time	End Time	Break (Hours)	Total Hours Worked	Comments
2024-06-01	John Doe	09:00	17:00	1	=((17-9)-1)	
2024-06-02	John Doe	09:00	16:30	0.5	=((16.5-9)-0.5)	
<b>Total Hours This Week:</b>					=SUM(F2:F3)	

*Tip: In Excel, replace  $=((End\ Time - Start\ Time) - Break)$  and  $=SUM(\dots)$  with actual cell formulas, e.g.,  $=((D2-C2)-E2)$  for hours worked.*