

Supervisor Signed Timesheet Verification Form

The **supervisor signed timesheet verification form** sample ensures accurate tracking of employee hours by requiring managerial approval. This document helps maintain accountability and compliance with company policies. Utilizing a standardized form streamlines the verification process and prevents payroll discrepancies.

Employee Name:

Employee ID:

Department:

Week Ending:

Date	Time In	Time Out	Break (hrs)	Total Hours Worked	Supervisor Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours for the Week:

Employee Certification:
I hereby certify that the above entries are true and complete to the best of my knowledge.

Employee Signature:

Date:

Supervisor Verification:
I have reviewed this timesheet and certify that it accurately reflects the employee's hours worked.

Supervisor Name:

Supervisor Signature:

Date: