

# Daily Work Record Form

The **daily work record form** sample efficiently tracks employee hours, including regular and overtime periods. It simplifies accurate time management and payroll processing by clearly documenting daily work hours. This form is essential for maintaining labor compliance and optimizing workforce productivity.

## Employee Information

Name	Employee ID	Department	Date

## Daily Work Record

Day	Time In	Time Out	Break (hrs)	Total Hours	Overtime Hours	Remarks
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

## Summary & Overtime Calculation

Total Regular Hours	Total Overtime Hours	Total Hours Worked

**Note:** Overtime hours are hours worked beyond the standard 8 hours per day.

Employee Signature:	Date:
Supervisor Signature:	Date: