Timesheet and Attendance Form

This **timesheet and attendance form** sample efficiently tracks employee hours, including precise lunch break durations. It helps streamline payroll processing and ensures accurate attendance records. The form is designed for easy data entry and comprehensive time management.

Employee Name: _____   **Employee ID:** _____   **Week Ending:** _____

Date	Day	Time In	Lunch Break Start	Lunch Break End	Time Out	Total Hours Worked	Remarks
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours This Week							

Employee Signature: _____   **Supervisor Signature:** _____

Date Signed: _____