

Daily Timesheet Approval Form

(Construction Workers)

The **daily timesheet approval form** for construction workers streamlines accurate tracking of work hours and project progress. This sample form ensures accountability by recording start and end times, tasks completed, and supervisor verification. Utilizing this form helps maintain organized labor documentation and supports timely payroll processing.

Employee Information

Employee Name	Employee ID
Project Name	Date
Position/Trade	Supervisor

Work Log

Task Description	Start Time	End Time	Total Hours	Comments

Summary

Total Hours Worked	Overtime Hours
Breaks Taken	Safety Incidents (if any)

Signatures

Employee Signature	Date
Supervisor Signature	Date

All fields must be completed before submission. This form is subject to verification by the payroll and site management teams.