

# Daily Timesheet Form - Part-Time Staff

This **daily timesheet form** sample is designed specifically for part-time staff to efficiently record their working hours. It helps streamline attendance tracking and ensures accurate payroll processing. The form is simple, clear, and easy to use for daily time management.

**Employee Information:**

Employee Name		Employee ID	
Department		Date	

**Daily Work Hours:**

Task/Project	Start Time	End Time	Breaks Taken (mins)	Total Hours Worked	Remarks

**Summary:**

Total Hours (Excluding Breaks)		Overtime Hours	
--------------------------------	--	----------------	--

Employee Signature		Date	
Manager Signature		Date	