

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	
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Employee Signature	Date	
Manager Signature	Date	