Employee Timesheet Form Sample Excel Template

This **employee timesheet form sample** Excel template simplifies tracking work hours, ensuring accurate payroll and compliance. Designed for easy data entry, it helps managers monitor attendance and calculate overtime efficiently. Ideal for businesses seeking a reliable and customizable time management solution.

Sample Employee Timesheet Form

Employee Name	Employee ID	Week Starting	Department

Date	Day	Time In	Time Out	Hours Worked	Overtime Hours	Remarks
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Approval

Employee Signature: _____ Date: [   ]

Supervisor Signature: _____ Date: [   ]

Instructions:

- Fill in all required fields for each workday.
- Record hours worked and any overtime accurately.
- Submit the completed form to your supervisor at the end of each week.

Download the Excel version to enable calculations and digital record keeping.