

# Employee Timesheet Verification Form

The **employee timesheet verification form** sample ensures accurate recording of work hours and payroll processing. It facilitates easy review and approval by supervisors to maintain compliance and accountability. Using this form helps streamline time management and reduce errors in employee attendance tracking.

## Employee Information

Employee Name		Employee ID	
Department		Position/Title	
Timesheet Period			

## Weekly Time Record

Date	Day	Time In	Time Out	Break (h)	Total Hours	Notes
Total Hours Worked:						

## Employee Certification

I certify that the above record of working hours is true and accurate to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor Verification

I have reviewed and verified this timesheet for accuracy and approve for payroll processing.

Supervisor Name: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_