

# Manager-Approved Timesheet Approval Form

**Purpose:** This **manager-approved timesheet approval** form sample streamlines the process of verifying and authorizing employee work hours, ensuring accuracy and compliance. It facilitates efficient tracking and approval workflows, reducing errors and administrative delays. Designed for easy use, it helps managers quickly confirm timesheet details before final submission.

## Employee Information

Employee Name		Employee ID	
Department		Pay Period	

## Timesheet Details

Date	Start Time	End Time	Breaks	Total Hours
<b>Total Hours Worked:</b>				

## Employee Acknowledgement

I certify that the information provided above is accurate and true to the best of my knowledge.

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

## Manager Approval

I have reviewed and approved the above timesheet for accuracy and compliance with company policies.

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_