

Temporary Contract Employee Timesheet Form

The **temporary contract employee timesheet form** example helps track working hours accurately for contract-based staff. It ensures proper record-keeping and facilitates timely payroll processing. This form is essential for managing temporary workforce attendance efficiently.

Employee Name: _____

Employee ID: _____

Contract Period: _____

Department: _____

Supervisor: _____

| Date | Start Time | End Time | Break (hrs) | Total Hours Worked | Task/Notes | Supervisor Initials |
|---------------------|------------|----------|-------------|--------------------|---------------------|---------------------|
| MM/DD/YYYY | 08:00 | 17:00 | 1 | 8 | Example: Data entry | |
| | | | | | | |
| | | | | | | |
| Total Hours: | | | | | | |

Employee Signature: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____