

Excel Temporary Employee Hours Tracking Timesheet Sample

Track and manage employee hours efficiently with this **Excel temporary employee hours tracking** timesheet sample, designed to simplify timesheet entries and calculations. The template provides a clear layout for recording hours worked, breaks, and overtime, ensuring accurate payroll processing. Ideal for businesses needing a reliable and easy-to-use solution for temporary staff time management.

Employee Name	Employee ID	Week Starting	Workdays			
			Mon	Tue	Wed	Thu
<input type="text" value="Enter name"/>	<input type="text" value="ID"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Breaks (hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Overtime (hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions:

- Fill employee details and the week starting date.
- Enter daily hours worked, breaks, and overtime as applicable.
- Sum columns in Excel to calculate weekly totals for payroll processing.
- All times should be entered as decimal numbers (e.g., 8.5 for 8 hours 30 minutes).