

Printable Timesheet Form

This **printable timesheet form** sample includes designated sections for tracking work hours accurately, including a dedicated lunch break period. It is designed to help employees and employers maintain clear and organized records of daily attendance. Easily customizable and ready for immediate printing, this timesheet ensures efficient time management and payroll processing.

Employee Name: _____

Department: _____

Week Starting: _____ / _____ / _____

Date	Day	Time In	Lunch Break Start	Lunch Break End	Time Out	Total Hours Worked	Initials
____/____/____	Monday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Tuesday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Wednesday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Thursday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Friday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Saturday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
____/____/____	Sunday	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	____:____ AM/PM	_____	_____
Total Hours for Week:						_____	_____

Employee Signature: _____ Date: _____ / _____ / _____

Supervisor Signature: _____ Date: _____ / _____ / _____