

# 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_