Project Timesheet Report

The **project timesheet report** provides a detailed overview of hours worked, including regular and overtime hours. It helps in tracking employee productivity and managing project budgets effectively. Accurate reporting ensures compliance with labor regulations and supports payroll processing.

Employee Name	Project	Date	Regular Hours	Overtime Hours	Total Hours	Remarks
Jane Smith	Project Alpha	2024-06-10	8	2	10	Completed milestone 2
Tom Brown	Project Beta	2024-06-10	8	1	9	Bug fixes
Sara Lee	Project Gamma	2024-06-10	7.5	0	7.5	Documentation
Mark Evans	Project Alpha	2024-06-10	8	3	11	Client meeting overtime

Total Regular Hours: 31.5 | Total Overtime Hours: 6 | Grand Total Hours: 37.5

Note: Overtime hours are highlighted for payroll and compliance purposes. Please ensure all work logs are submitted and approved at the end of each week.