

Timesheet Approval Form

Purpose: This timesheet approval form sample is designed to streamline the process of tracking and approving work hours for remote employees. This form ensures accurate documentation and timely verification, enhancing remote workforce productivity. It is an essential tool for maintaining transparency and accountability in remote work environments.

Employee Name: _____ **Employee ID:** _____

Department: _____ **Supervisor:** _____

Reporting Period: _____

Date	Start Time	End Time	Break (hrs)	Total Hours Worked	Tasks/Activities

Total Hours This Period: _____

Employee Signature:

Date: _____

Supervisor Approval:

Date: _____

Instructions: Complete the table above with your daily work hours and a brief description of tasks or activities. Submit the signed form to your supervisor for approval.