

# 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.*