

Hourly Time Log Template

[COMPANY LOGO]

Employee Name:	Supervisor Name:
Employee ID:	Date:

Time	Description of Work Activity	Start Time	End Time	Total Time Spent
0:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				
7:00				
8:00				
9:00				
10:00				
11:00				