

Employee TimeSheet

Employee Name: _____

Employee # _____ Department: _____

Supervisor: _____ Extension: _____

| Date | Start Time | End Time | Regular Hours | Overtime Hours | Total Hours |
|----------------|------------|----------|---------------|----------------|-------------|
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| TOTALS: | | | | | |

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employee Name:

Employee #

Department:

Supervisor:

Extension:

| Date | Start Time | End Time | Regular Hours | Overtime Hours | Total Hours |
|---------|------------|----------|---------------|----------------|-------------|
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| TOTALS: | | | | | |

I certify that these hours are a true and accurate record of all time worked during the pay period.

Templates of TIMESHEETS to track work hours