

Daily Time Sheet

XYZ Corp.

Name: John Doe

Job:

Training

City: Delaware, DE

SSN: 123-456789

Address:

DOB:

01-01-1980

EMPLOYEE NUMBER:

1001, SECURITY #



Home

TRAVEL EXPENSES



Auto



Gasoline

DATE: 10/26/2011

IT

FOR BUREAU USE ONLY

DATE	DESCRIPTION	START TIME	END TIME	ACTUAL HOURS	TOTAL HOURS	
1	ATT. to	Energy Software Upgrade	8:00 AM	4:00 PM	8:00 AM	14.0
2	Major Upgrade	Client work	8:00 AM	1:00 PM	2:00 PM	13.0
3	ATT. to	Client site	8:00 AM	1:00 PM	4:00 PM	13.0
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

REVIEW OF SERVICE PROVIDED			
1	Appointments	ATT. to	Time: 1:00 PM
1	Appointments	Major Upgrade	Time: 8:00 AM
	Appointments		Time:
	Appointments		Time:
	Appointments		Time:
	Appointments		Time:

Notes: None

Signature:

Date: 10/26/11

Time: 1:00 PM

Time: 1:00 PM

Time: 1:00 PM