

Your Company Name

Your Company Slogan

Address
City, State ZIP
123.456.7890 Fax 123.456.7891 |

TIME SHEET

| | |
|------------------|-------------|
| Employee Name: | Title: |
| Employee Number: | Status: |
| Department: | Supervisor: |

| Date | Start Time | End Time | Regular Hrs. | Overtime Hrs. | Total Hrs. |
|----------------|------------|----------|--------------|---------------|------------|
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| WEEKLY TOTALS: | | | | | |