## **Daily Time Sheet**

Name			Department			Location	
Time Record For: Shift		hift	Job	Contract	О	ther	
Date	Employee #	Soc.	Soc. Sec. #		Payroll C	Classification	File #

Task Description	Time Started	Time Stopped	Initials	Total Time
			Total	

## Signatures

Employee	Department Supervisor
Supervisor	Payroll Department