

# SAMPLE DAILY TIMESHEET TEMPLATE

<b>EMPLOYEE NAME</b>	S. Li	<b>MANAGER NAME</b>	V. Khan
<b>EMPLOYEE ID</b>	10101	<b>HOURLY RATE</b>	\$ 17.75
<b>DATE</b>			

HOUR OF DAY	REGULAR	VACATION	SICK	OTHER PAID	TOTAL HOURS
12:00 AM					0.00
1:00 AM					0.00
2:00 AM					0.00
3:00 AM					0.00
4:00 AM					0.00
5:00 AM					0.00
6:00 AM					0.00
7:00 AM					0.00
8:00 AM					0.00
9:00 AM	1.00				1.00
10:00 AM	1.00				1.00
11:00 AM	1.00				1.00
12:00 PM					0.00
1:00 PM	1.00				1.00
2:00 PM	1.00				1.00
3:00 PM	1.00				1.00
4:00 PM	1.00				1.00
5:00 PM	1.00				1.00
6:00 PM	1.00				1.00
7:00 PM					0.00
8:00 PM					0.00
9:00 PM					0.00
10:00 PM					0.00
11:00 PM					0.00
<b>TOTAL HOURS</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>

<b>GROSS PAY</b>	\$ 159.75
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EMPLOYEE SIGNATURE S. Li

DATE \_\_\_\_\_

MANAGER SIGNATURE V. Khan

DATE \_\_\_\_\_

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