

Company Name

Employee Timesheet

Employee Name: _____

Pay Period: _____

Manager Name: _____

Dept: _____

Date	Clock In	Clock Out	Begin Break	Finish Break	Reg. Hours	OT Hours	Total Hours
TOTALS:							

I affirm that the hours listed above are an accurate record of my time worked during the previous pay period.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____