

## *Employee Time Sheet*

Company:		Date:	
Employee Name		Department:	
Employee #:		Manager:	

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
Totals:					

I agree that the times and hours listed above are accurate

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_