***Your Company Name Employee Time Sheet***

**Friday, December 22, 2023**

| Employee Name: |  | Department: |  |
| --- | --- | --- | --- |
| Employee #: |  | Manager: |  |

| **Date** | **Start**  **Time** | **Lunch**  **Start** | **Lunch**  **End** | **End**  **Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
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|  |  |  |  | Totals: |  |  |  |

I agree that the times and hours listed above are accurate

Employee Signature: Date: 12/22/2023 4:52 PM

Supervisor Signature: Date: 12/22/2023 4:52 PM