

SAMPLE DAILY TIMESHEET TEMPLATE

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

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
TOTAL HOURS	9.00	0.00	0.00	0.00	9.00

GROSS PAY	\$ 159.75
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EMPLOYEE SIGNATURE S. Li

DATE _____

MANAGER SIGNATURE V. Khan

DATE _____

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