DAILY TIMESHEET

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EMPLOYEE: _____ SIGNATURE: _____ DATE: _____

MANAGER: _____ SIGNATURE: _____ DATE: _____

COMPANY: _____ PAY PERIOD START DATE: _____ STANDARD PAY RATE: _____ OVERTIME PAY RATE: _____

TODAY'S DATE	JOB/SHIFT/LOCATION	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
					HOURS TODAY					
					RATE					
					SUB-TOTAL					
									TOTAL	

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