**DAILY TIMESHEET**

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**EMPLOYEE: SIGNATURE: DATE:**

**MANAGER: SIGNATURE: DATE:**

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**COMPANY:**

**PAY PERIOD**

**START DATE:**

**STANDARD**

**PAY RATE:**

**OVERTIME**

**PAY RATE:**

**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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**TODAY'S DATE**

**JOB/SHIFT/LOCATION**

