

# Employee TimeSheet

Employee Name: \_\_\_\_\_

Employee # \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Extension: \_\_\_\_\_

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
<b>TOTALS:</b>					

I certify that these hours are a true and accurate record of all time worked during the pay period.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_