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Daily Employee Timesheet

Department:

Regular hrs:

Supervisor:

Name	Start time	Finish time	Break (h)	Regular hours	PTO (h)	Sick (h)	Overtime (h)	Total hours	Hourly rate	Total pay
DAILY TOTALS									-	
									DAILY TOTAL PAY	

 TOTAL DAILY HOURS

.....
 Supervisor signature

 TOTAL DAILY PAY

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