delivered by
EARLY

Daily Employee Timesheet

Date:

Department: .... **Regular hrs:**

Supervisor: ....

Employee 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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