

# Blank time sheet form

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As another offering in our template area of the site, we' re posting our **blank time sheet form**. It's in a Microsoft Excel format. Feel free to use this blank time sheet form for your company. As a business owner, documenting hours can greatly help mis-understandings at the end of a pay period. In addition having a place for both the employee and supervisor to sign helps to ensure the timely completion of the form and creates a paper trail to lower process errors.

This **form** is based on a bi-weekly pay cycle. Customize the form as you see fit.

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