



TIMESHEET
BLANK TEMPLATE

Employee Name: _____

Workweek: _____

Monday

Clock In	Break	Return from Break	Clock Out

Tuesday

Clock In	Break	Return from Break	Clock Out

Wednesday

Clock In	Break	Return from Break	Clock Out

Thursday

Clock In	Break	Return from Break	Clock Out

Friday

Clock In	Break	Return from Break	Clock Out

Total Hours Worked: _____ (to be completed by supervisor)

Supervisor's Signature: _____

Note: Time records should be saved for three years.

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