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| **TIME SHEET** | | | | | | | | | | | |
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|  | |  |  |  | | |  |  |  |  |  |
| **[COMPANY NAME]** | | |  |  | | |  |  |  |  |  |
|  | |  |  |  | | |  |  |  |  |  |
| [Street Address] | | |  |  | | |  |  |  |  |  |
| [City, State ZIP Code] | | |  |  | | |  |  |  |  |  |
| [Phone Number] | | |  |  | | |  |  |  |  |  |
| [Fax Number] | | |  |  | | |  |  |  |  |  |
| [Email Address] | | |  |  | | |  |  |  |  |  |
|  | |  |  |  | | |  |  |  |  |  |
| **EMPLOYEE NAME :** Maxwell Smith | | | | | **TITLE :** Specify Title | | | | | | |
| **EMPLOYEE ID :** Emp\_155489 | | | | | **STATUS :** Specify Status of Employee | | | | | | |
| **DEPARTMENT :** Sales and Marketing | | | | | **SUPERVISOR :** Carson Cassidy | | | | | | |
|  |  | |  |  | | |  |  |  |  |  |
| **Date** | **Start Time** | | **End Time** | **Regular Hours** | | **Overtime Hours** | | | | **Total Hours** | |
| 01-01-20 | 9:30 AM | | 6:30 PM | 8 | | 2 | | | | **10** | |
| 02-01-20 | 8:30 AM | | 5:30 PM | 8 | | 1 | | | | **9** | |
| 03-01-20 | 8:00 AM | | 5:00 PM | 8 | | 2.5 | | | | **10.5** | |
| 06-01-20 | 7:00 AM | | 4:00 PM | 8 | | 2 | | | | **10** | |
| 07-01-20 | 8:30 AM | | 5:30 PM | 8 | | 1 | | | | **9** | |
| 08-01-20 | 8:00 AM | | 5:00 PM | 8 | | 1.5 | | | | **9.5** | |
| 09-01-20 | 10:00 AM | | 7:00 PM | 8 | | 1 | | | | **9** | |
| 10-01-20 | 9:30 AM | | 7:00 PM | 8 | | 2.5 | | | | **10.5** | |
| 13-01-20 | 8:00 AM | | 5:30 PM | 8 | | 1.5 | | | | **9.5** | |
|  |  | |  |  | |  | | | |  | |
| **Employee Signature:** | | |  | | |  | | | |  | |
|  | |  |  |  | |  | | | |  | |
| **Manager Signature:** | | |  | | |  | | | |  | |