|  |
| --- |
| **TIME SHEET** |
|
|  |  |  |  |  |  |  |  |  |
| **[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:** |   |  |  |