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| **EMPLOYEE TIME SHEET** | | | | | | | | | | | | | | |  | |
| [Tagline] | | | |
|  | | | | | | | | | | | | | | | | | | |
|
| **[COMPANY NAME]** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| [Address] | |  |  | Supervisor Name: | | |  | |  |  |  | | | | |
| [City, State ZIP Code] | |  |  | Department: |  | | | | | |  |  | | |  | | | |
| [Phone Number] | |  |  | Manager Name: | |  | | | | |  | | | |  | | | |
| [Fax Number] | |  |  |  | | | | | | |  |  |  |  |  | | |  | |
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| **EMPLOYEE NAME** | **MORNING** | | **AFTERNOON** | | | **OVER TIME** | | | | | **FOR OFFICE USE ONLY** | | | | | | | |
| **IN** | **OUT** | **IN** | **OUT** | | **IN** | | **OUT** | | | **WORKED HOURS** | | | | **OVERTIME HOURS** | | | |
| David | 7:30 AM | 12:30 PM | 1:15 PM | 5:00 PM | | 5:00 PM | | 6:00 PM | | | **8** | | | | **1.2** | | | |
| Robert Patrick | 8:00 AM | 1:00 PM | 1:45 PM | 5:15 PM | | 5:15 PM | | 7:00 PM | | | **9.5** | | | | **1.6** | | | |
| Williams | 8:30 AM | 12:30 PM | 1:15 PM | 4:30 PM | | 4:30 PM | | 6:30 PM | | | **10.5** | | | | **1** | | | |
| Dyane Clarke | 7:30 AM | 12:00 PM | 12:45 PM | 4:30 PM | | 4:30 PM | | 5:15 PM | | | **9.32** | | | | **1.7** | | | |
| Emily Rose | 8:00 AM | 1:00 PM | 1:45 PM | 5:15 PM | | 5:15 PM | | 7:00 PM | | | **9.5** | | | | **1.6** | | | |
| Henry Holt | 8:30 AM | 12:30 PM | 1:15 PM | 4:30 PM | | 4:30 PM | | 6:30 PM | | | **10.6** | | | | **2.3** | | | |