|  |  |
| --- | --- |
| **EMPLOYEE TIME SHEET** |   |
| [Tagline] |
|   |
|
| **[COMPANY NAME]** |
|  |
| [Address] |  |  | Supervisor Name: |   |  |  |  |
| [City, State ZIP Code] |  |  | Department: |  |   |  |  |
| [Phone Number] |  |  | Manager Name: |   |  |  |
| [Fax Number] |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   |
| **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** |