

Employee Timesheet

Time period: _____

Regular hours: _____

Hourly rate: _____

| Employee Name | Employee ID | Regular hours | Overtime | Paid time off | Sick leave | Vacation | Other hours | Total hours | Total pay |
|--------------------|-------------|---------------|----------|---------------|------------|----------|-------------|-------------|-----------|
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| | | | | | | | | | |
| Total Hours | | | | | | | | | |
| | | | | | | | | | |
| Total Pay | | | | | | | | | |

Supervisor signature _____

Date _____