### **Instructions for use**

1. Select "file"

2. Select "Make a copy"

3. Customize



Daily Timesheet Template

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_

**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_

**Date Range:** \_\_\_\_\_\_\_\_\_\_\_\_

| **DATE** | **START TIME**  | **END TIME** | **BREAK** | **HOURS WORKED** | **OVERTIME** | **NOTES** |
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| **Employee’s signature:** |
| --- |
| **Manager’s signature:** |