### **Instructions for use**

1. Select "file"

2. Select "Make a copy"

3. Customize



Task-Based Timesheet Template

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

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

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

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

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

| **Task Name / Description** | **Assigned Date** | **Start Time** | **End Time** | **Hours Spent** | **Status (Pending/In Progress/Done)** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
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| **Employee’s signature:** |
| --- |
| **Manager’s signature:** |