

Employee Time Sheet



Employee: _____

Begin Date _____

End Date _____

Date	Day	Start Time	Length of Lunch Break	End Time	Hours Worked	PTO	Holiday Hours
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
	Other						
				Weekly Totals			
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
	Other						
				Weekly Totals			

	Hours Worked	PTO Hours	Holiday Hours	Total All Hours
PayPeriod Totals				

Employee signature _____

Manager Signature _____

Totals Entered into Payroll	Reg Hours	Overtime	PTO	Holiday	Total all