

EMPLOYEE TIME SHEET

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK PERIOD START DATE: \_\_\_\_\_\_\_\_\_\_ END DATE: \_\_\_\_\_\_\_\_\_\_

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| Date | Day | Time In | Time Out | Description | # of Hours |
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TOTAL HOURS: \_\_\_\_\_\_\_\_\_\_