

# DAILY TIMESHEET TEMPLATE

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<b>EMPLOYEE NAME</b>		<b>MANAGER NAME</b>	
<b>EMPLOYEE ID</b>		<b>HOURLY RATE</b>	\$ -
<b>DATE</b>			

HOURLY RATE	REGULAR	VACATION	SICK	OTHER PAID	TOTAL HOURS
12:00 AM					0.00
1:00 AM					0.00
2:00 AM					0.00
3:00 AM					0.00
4:00 AM					0.00
5:00 AM					0.00
6:00 AM					0.00
7:00 AM					0.00
8:00 AM					0.00
9:00 AM					0.00
10:00 AM					0.00
11:00 AM					0.00
12:00 PM					0.00
1:00 PM					0.00
2:00 PM					0.00
3:00 PM					0.00
4:00 PM					0.00
5:00 PM					0.00
6:00 PM					0.00
7:00 PM					0.00
8:00 PM					0.00
9:00 PM					0.00
10:00 PM					0.00
11:00 PM					0.00
<b>TOTAL HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				<b>GROSS PAY</b>	<b>0.00</b>

**EMPLOYEE SIGNATURE**

**DATE**

**MANAGER SIGNATURE**

**DATE**

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