

Employee Timesheet

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Employee Name: _____ **Job / Site:** _____
Pay Period: _____ **Date Submitted:** _____

Date	Day	Time In	Time Out	Break (min)	Hours (decimal)
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Totals

Total Hours:
Regular Hours (up to 40 per workweek):
Overtime Hours (over 40):

Notes / Comments:

Employee Signature: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____