***Company Name Time Sheet***

**Date: year**

**Employee Name:**

**Employee Number:** **Department:**

**Supervisor:** **Extension:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
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|  |  |  **TOTALS:** |  |  |  |

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employee Signature: Date:

Supervisor Signature: Date: