# ANY PAY-PERIOD TIMESHEET TEMPLATE

| EMPLOYEE | |
|---|---|
| NAME | |
| ID NUMBER | |
| ADDRESS | |
| DEPT | |
| MANAGER | |

| COMPANY | |
|---|---|
| NAME | |
| ADDRESS | |
| PHONE | |
| EMAIL | |

| DATE | CLOCK IN | CLOCK OUT | BREAK TIME TOTAL IN HRS | TOTAL REGULAR HOURS | TOTAL OVERTIME HOURS | COMBINED DAILY HOURS |
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| | TOTAL HOURS | | | | | |

EMPLOYEE SIGNATURE: _____    DATE: _____

MANAGER SIGNATURE: _____    DATE: _____