# Employee Timesheet

| **PERIOD** |  | **REGULAR HRS** | |  |  |  |  | **RATE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |  |  |
|  |  | | | | |  |  |  |
| **Employee name** | **Regular hrs** | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Other hrs** | **TOTAL HOURS** | **TOTAL PAY** |
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| **TOTAL** |  |  |  |  |  |  |  |  |
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|  | |  |  |  |  |  |  |  |
| **SUPERVISOR SIGNATURE** | |  | **DATE** | |  |  | **TOTAL HOURS** | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Automate your timesheets with My Hours - it's Free** | | | | |  |  | **TOTAL PAYROLL** | |
|  | | | |  |  |  |  | |