# Daily Timesheet

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