**ANY-PAY-PERIOD TIMESHEET TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE** |  | **COMPANY** |
| **NAME** |  |  | **NAME** |  |
| **ID NUMBER** |  |  | **ADDRESS** |  |
| **ADDRESS** |  |  |  |
|  |  |  |
|  |  |  |
| **DEPT** |  |  | **PHONE** |  |
| **MANAGER** |  |  | **EMAIL** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **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:** |  |