DAILY TIMESHEET

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EMPLOYEE: _____   SIGNATURE: _____   DATE: _____

MANAGER: _____   SIGNATURE: _____   DATE: _____

COMPANY: _____   PAY PERIOD START DATE: _____   STANDARD PAY RATE: _____   OVERTIME PAY RATE: _____

TODAY'S DATE	JOB/SHIFT/LOCATION	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
HOURS TODAY										
RATE										
SUB-TOTAL										
								TOTAL		

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