

Free Employee Timesheet Template

Excel, Google Sheets and printable PDF

Timesheet

Employee	Date	In	Out	Break	Hours	OT	Approved
Amelia Carter	07-06	08:00	16:30	0.50	8.00	0.00	Approved
Noah Patel	07-06	09:00	18:00	0.50	8.50	0.50	Approved
Grace Williams	07-06	14:00	22:15	0.75	7.50	0.00	Pending
Oliver Khan	07-06	22:00	06:00	0.50	7.50	0.00	Approved

How to use

1. Enter employees 2. Record clock times 3. Review OT 4. Approve for payroll

Stop managing timesheets manually

Automate clock-ins, overtime and payroll-ready timesheets with Alphanomic.
alphanomic.com