# **DAILY EMPLOYEE TIMESHEET**

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| **DATE:** | **REGULAR HRS:** | **RATE:** |

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| **Employee Name** | **Start**  **Time** | **Finish**  **Time** | **Regular Hrs** | **Overtime** | **Sick** | **Vacation** | **Holi-day** | **Other Hrs** | **Total**  **Hours** | **Total**  **Pay** |
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| **TOTAL Hours** | **----** | **-----** |  |  |  |  |  |  |  |  |

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| **SUPERVISOR SIGNATURE** |  | **DATE** |  | **TOTAL PAY** |