# **PROJECT EMPLOYEE TIMESHEET**

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| **EMPLOYEE** | **START DATE** |
| **REGULAR HRS** | **RATE** |

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| **Date** | **Client - Project**  | **Task Name** | **Start** | **Finish** | **Regular Hrs** | **Overtime** | **Other Hrs** | **Total****Hours** | **Billable** |
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| **TOTAL Hours** | **-----** | **-----** |  |  |  |  |  |  |  |
| **HOURLY RATE** | **-----** | **-----** |  |  |  |  |  |  |  |
| **TOTAL PAY** | **-----** | **-----** |  |  |  |  |  |  |  |

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