**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:** |  |