This free guide is provided courtesy of Daniel Evans and
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Daily Timesheet

INSTRUCTIONS FOR COMPLETING THIS FORM

- **COMPLETE USING ALL CAPITAL LETTERS**
- To be completed by all workers engaged in projects of two weeks or less
- The standard working day for employees and contractors is an 8.5 hour day with two paid rest breaks and an unpaid meal break of one hour.
- Hours reported are paid in the nearest tenth of an hour as follows:

1-6 minutes = .1	7-12 minutes = .2	13-18 minutes = .3	19-24 minutes = .4
25-30 minutes = .5	31-36 minutes = .6	37-42 minutes = .7	43-48 minutes = .8
49-54 minutes = .9			

- Refer to the Company Intranet for policies concerning overtime compensation and required rest and meal breaks.

EMPLOYEE DETAILS

First Name		Last Name	
Department		Location	
Employee Number		Date	_____/_____/_____

Task Description	Time Started	Time Stopped	Total Time	Remarks

APPROVALS

Total Hours Worked		Total Regular Hours		Total Overtime Hours	

❶ Employee Signature	*The above is an accurate statement of the hours worked*	Date	_____/_____/_____
❷ Supervisor Signature	*I have reviewed and approved this time sheet*	Date	_____/_____/_____