Daily timesheet

One workday | Blank editable template

Name / team: _____ Period: _____

Organization / client: _____ Reviewed by: _____

Date	Task / activity	Start	End	Break (min)	Hours

Total hours: _____ Signature / approval: _____

Enter actual start/end times and unpaid breaks. Hours are decimal hours, not hours:minutes.
Overnight: record the date the shift starts. Each row must be shorter than 24 hours. Split longer work into rows.
PDF and Word are manual records. Excel calculates elapsed hours, not wages, overtime entitlement or deductions.
Do not deduct the same break from two rows.