

Time-Sheet Template

TIME SHEET								
For the Month of								
Employee Name								
Employee Code								
Department								
Reporting Authority Name								
Date	Type	Full Day / Half Day	Allocated Task/ Work Element	Start Time		End Time		Total Hours
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total Number of Days worked			Total No.of Hours Worked			0		
Total Number of Leaves Taken			Total No of Weekly offs Worked					
Signature of the Employee			Approved by the Reporting Personnel					
Date:			Date:					
Verified by								
Signature of the HR Personnel								