

Time-Sheet Template

TIME SHEET								
For the Month of								
Employe								
Employe	e Code							
Departm	ent							
Reportin	g Authority Name							
Date	Туре	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 Nur	nhar of Dave worked			Total No.of Hou	ure Worked			0
Total Number of Days worked Total Number of Leaves Taken				Total No. of We	ekly offs Worked			U
Total Ivul	inder of Leaves Taken			Total No of WC	CKIY OHS WOLKED			
Signature of the Employee					Annroyed by	the Reporting P	arconnol	
Jigilatur	e of the Employee				ripproved by (inc reporting r	cr sonner	
Date:					Date:			
Dutc.					Date.			
Verified by								
· ci incu	~;							
Signatur	e of the HR Personne	i I						
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