Daily Time Sheet

Name			Department		Location		
Time Record For: Shift			Job Contract Other				
Date	Employee #	Soc. S	Sec. #	Payroll C	Classification	File #	
Task Description			Time Started		Time Stopped	Initials	Total Time
			1			Total	
Signatures							
Employee	Departme	Department Supervisor					
Supervisor	Payroll D	Payroll Department					