

# Daily Time Sheet

Name		Department		Location	
Time Record for: <input type="checkbox"/> Shift <input type="checkbox"/> Job <input type="checkbox"/> Contract      Other:					
Date	Employee #	Soc. Sec. #	Payroll Classification	File #	

Job Description	Time Started	Time Ended	Initials	Total Time
<b>Total</b>				

**Signatures**

Employee	Department Supervisor
Supervisor	Payroll Department