

TIMESHEET & ATTENDANCE RECORD

Payroll Administration Template

Employee Name:

Pay Period Start:

Employee ID:

Pay Period End:

Department:

Manager/Supervisor:

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Regular Hours	OT Hours	Total Hours

Total Regular Hours: _____

Total Overtime Hours: _____

Hourly Rate: _____

Gross Payroll Amount: _____

Employee Signature & Date

Supervisor Approval Signature & Date