|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Daily+Timesheet+doc+11550&lpa=Daily+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)DAILY TIMESHEET TEMPLATE** | | | | | |
| **EMPLOYEE NAME** |  | | **MANAGER NAME** |  | |
| **EMPLOYEE ID** |  | | **HOURLY RATE** | | $ - |
| **DATE** |  | |  |  |  |
|  |  |  |  |  |  |
| **HOUR OF DAY** | **REGULAR** | **VACATION** | **SICK** | **OTHER PAID** | **TOTAL HOURS** |
| 12:00 AM |  |  |  |  | **0.00** |
| 1:00 AM |  |  |  |  | **0.00** |
| 2:00 AM |  |  |  |  | **0.00** |
| 3:00 AM |  |  |  |  | **0.00** |
| 4:00 AM |  |  |  |  | **0.00** |
| 5:00 AM |  |  |  |  | **0.00** |
| 6:00 AM |  |  |  |  | **0.00** |
| 7:00 AM |  |  |  |  | **0.00** |
| 8:00 AM |  |  |  |  | **0.00** |
| 9:00 AM |  |  |  |  | **0.00** |
| 10:00 AM |  |  |  |  | **0.00** |
| 11:00 AM |  |  |  |  | **0.00** |
| 12:00 PM |  |  |  |  | **0.00** |
| 1:00 PM |  |  |  |  | **0.00** |
| 2:00 PM |  |  |  |  | **0.00** |
| 3:00 PM |  |  |  |  | **0.00** |
| 4:00 PM |  |  |  |  | **0.00** |
| 5:00 PM |  |  |  |  | **0.00** |
| 6:00 PM |  |  |  |  | **0.00** |
| 7:00 PM |  |  |  |  | **0.00** |
| 8:00 PM |  |  |  |  | **0.00** |
| 9:00 PM |  |  |  |  | **0.00** |
| 10:00 PM |  |  |  |  | **0.00** |
| 11:00 PM |  |  |  |  | **0.00** |
| **TOTAL HOURS** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
|  |  |  |  | **GROSS PAY** | **0.00** |
| **EMPLOYEE SIGNATURE** |  | | | **DATE** |  |
| **MANAGER SIGNATURE** |  | | | **DATE** |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |