

# DAILY TIME SHEET

NAME	DEPARTMENT	LOCATION
TIME RECORD FOR:	SHIFT	JOB CONTRACT OTHER
DATE	EMPLOYEE #	SOC. SEC. # PAYROLL CLASSIFICATION FILE #

ORDER NO.	DESCRIPTION	TIME STARTED	TIME STOPPED	INITIALS	CONTROL NO.	TOTAL TIME
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

**TOTALS**

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**SIGNATURES**

EMPLOYEE	DEPARTMENT SUPERVISOR
SUPERVISOR	PAYROLL SIGNATURE