# Daily timesheet

Write the day's start, finish and unpaid break at the top, then log each task with its start and end time. Hours = end − start, in decimal hours (7 hours 45 minutes is 7.75).

Employee _____ Date _____ Day start _____ Day finish _____ Unpaid break (min) _____

| Task | Start | End | Hours | Notes |
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Hours worked in the day: _____ Hours logged to tasks: _____

Employee signature and date _____

Approver signature and date _____

Template by Jasper — heyjasper.ai. Free to use and change in your own business.