# Timesheet

**Purpose:** This document is used by employees to record the number of hours worked each day during a weekly or daily period. Supervisors or HR departments review and process this information for payroll and workload tracking.

## Employee Information

**Name:** {name}

**Employee ID:** {employeeId}

**Department:** {department}

**Position:** {position}

**Week Starting:** {weekStartDate}

## Work Hours Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | **Hours Worked** | **Project** | **Description** |
| {#timeEntries}{date} | {day} | {hoursWorked} | {project} | {description}{/timeEntries} |

## Weekly Totals

**Total Hours:** {totalHours}

**Overtime Hours:** {overtimeHours}

## Remarks

*{remarks}*

{#hasApproval}

## Approval

**Approved By:** {approvedBy}

**Date:** {approvalDate}

{/hasApproval}

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## Approval

This timesheet has not yet been approved.

{/hasApproval}