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| --- | --- |
| YOUR BUSINESS NAME HERE | TIME SHEET |

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| --- | --- | --- | --- |
| Employee Name: |  | Title: |  |
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| --- | --- | --- | --- | --- | --- |
| Date | Start Time | End Time | Regular Hrs. | Overtime Hrs. | Total Hrs. |
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|  |  |  |  |  |  |
|  |  | Weekly Totals |  |  |  |

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| --- | --- | --- | --- |
| Employee signature: |  | Date: |  |