

Daily Time Sheet

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|------------------|------------|-------------|------------------------|----------|--------|
| Name | | Department | | Location | |
| Time Record For: | | Shift | Job | Contract | Other |
| Date | Employee # | Soc. Sec. # | Payroll Classification | | File # |

| Task Description | Time Started | Time Stopped | Initials | Total Time |
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| | | | Total | |

Signatures

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|------------|-----------------------|
| Employee | Department Supervisor |
| Supervisor | Payroll Department |