

## DAILY TIMESHEET

This timesheet must be filled and signed on daily basis and properly filed to assist in weekly and monthly reconciliations. It will partly serve as a supporting document for computing remuneration. Each personnel to sign in and out in their handwriting upon arrival at and departure from the workplace. The completed timesheet to be verified by the Project Supervisors; reviewed and approved by the designated Client's Representative (s).

DESIGNATION:					DATE:	TASK(S) PERFORMED	SIGNATURE
NO.	NAME	TIME IN	TIME OUT	TOTAL HOURS	OVERTIME HOURS		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
<b>TOTAL REGULAR HOURS</b>							
<b>TOTAL OVERTIME HOURS</b>							

	SIGNATURE	DATE
VERIFIED BY SUPERVISOR (DEPRISS):	.....	.....
REVIEWED BY SUPERVISOR (CLIENT):	.....	.....
APPROVED BY MANAGER (CLIENT):	.....	.....