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| [Send my timesheets to payroll](https://www.agendrix.com/time-and-attendance-software) |
|

# Timesheet

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| --- | --- |
| Employee name:  | Approved by:  |
| Employee number: | Pay period beginning on: \_ \_ /\_ \_ /\_ \_ \_ \_ |
| Number of hours per day before overtime:  |  |
| Number of hours per week before overtime:  |  |

|  |
| --- |
| WEEK 1 |
| Date (DD/MM/YYY) | Beginning of shift | End of shift | Unpaid breaks | Regulartime | Overtime | **Total****hours** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| WEEK 1 TOTAL |  |  |  |  |
|  |
| WEEK 2 |
| Date (DD/MM/YYY) | Beginning of shift | End of shift | Unpaid breaks | Regulartime | Overtime | Totalhours |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| WEEK 2 TOTAL |  |  |  |  |

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| --- | --- |
| **Employee signature:** | **Immediate supervisor signature:** |

