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| **Hourly Timesheet Template** | | | | | | | | |
| **Company Name:** |  | | | | | | | |
| **Employee Name:** |  | | | | | | | |
| **Start Date:** |  | | | | | | | |
|  |  | | | | | | | |
| Date | Day | Regular | Overtime | Holiday | Sick | Vacation | Other | Daily Total |
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|  | ***Weekly Total:*** |  |  |  |  |  |  |  |
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|  | ***Weekly Total:*** |  |  |  |  |  |  |  |
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| **Approved By:** |  | | **Approval Date:** | |  | **Total Hours:** | |  |