



Employee Timesheet Template

Complete

Score	0%	Flagged items	1	Actions	0
Employee's name		Catalina Grainca			
ID number		0256-MN-0			
Project name		Digital Marketing			
Start date		28 Mar 2022 00:00 PST			
End date		1 Apr 2022 00:00 PST			

Flagged items

1 flagged

Timesheet

Are there any Leave of Absences (LOA) during the period?

No

Timesheet

1 flagged

Add a brief description of the project or task:

Marketing unit that manages online brand promotion through internet or other digital means.

Work period

Work period 1

Work date	28 Mar 2022
Start time	08:00 PST
End time	16:00 PST
Total work hours	8

Work period 2

Work date	29 Mar 2022
Start time	07:30 PST
End time	16:00 PST
Total work hours	8.5

Work period 3

Work date	30 Mar 2022
Start time	08:15 PST
End time	17:00 PST
Total work hours	8.75

Work period 4

Work date	1 Apr 2022
Start time	08:00 PST
End time	16:00 PST
Total work hours	8

Summary

1 flagged

Are there any paid time offs during the period?

Yes

Total amount of paid time offs

\$96

Are there any Leave of Absences (LOA) during the period?

No

Total work hours for the period

33.25

Completion

Employee signature



Catalina Grainca
22 Apr 2022 09:28 PST

Manager/approver signature



Ellena Blackford
22 Apr 2022 09:28 PST