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Multiple employee timesheet template

Free multiple employee weekly timesheet template. Biweekly timesheet template for multiple employee. Employee schedule template numbers. Examples of timesheets for employees. Employee schedule template with total hours. How to create employee timesheet in excel. Editable multiple employee weekly timesheet template excel. What is employee timesheet. Multiple employee timesheet template excel.

Download Printable Daily Timesheet TemplateMicrosoft Excel | Microsoft Word | Adobe PDF Download this timesheet template to record your regular, vacation, sick, and other paid hours over a single workday. Enter your hourly rate at the top of the form, and fill in the hours worked in the spreadsheet.

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The form will then calculate total hours and gross pay. The bottom of this template features space for approval signatures. You can also print the timesheet to record your hours by hand. To enter and track work hours for a variety of pay periods, use this collection of free timesheet and time card templates. Download Printable Weekly Timesheet Template Microsoft Excel | Microsoft Word | Adobe PDF This printable and easy-to-use timesheet template allows you to record weekly regular, overtime, vacation, and other paid work hours. Employees can enter pay rates for different hour types and calculate total pay with this template. Record your hours for each workday using the start and end time columns on the left-hand side of the spreadsheet.

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You can find and download templates for biweekly pay periods in this collection of free biweekly timesheet templates. Download Printable Timesheet for Multiple Employees Template Microsoft Excel | Microsoft Word | Adobe PDF With this printable timesheet template, multiple employees can enter their shifts, plus break times and lunch times, for a seven-day workweek. Use this template to specify the pay period's beginning date and identify employee departments. Log daily hours and total hours for the workweek for multiple employees using this comprehensive template. To find more spreadsheet timesheets, try one of these free Microsoft Excel timesheet templates. Download Printable Timesheet for Multiple Employees Template Microsoft Word | Microsoft Word | Adobe PDF This template also features space for employee and supervisor names at the top and a section at the bottom for dated signatures. To record and track hours each work day, use one of these free daily timesheet and time card templates. You can find timesheet templates for monthly pay periods with these free monthly timesheet templates. Download Printable Monthly Timesheet Template Microsoft Excel | Microsoft Word | Adobe PDF This printable timesheet template allows you to record and track daily work hours, as well as lunch start and end times for a monthly pay period. Employees can track and calculate monthly totals by entering regular, overtime, sick, and vacation hours into this template's columns. Print this template to keep track of work hours and monthly payments. Printable timesheet templates are documents that employees use to enter, track, total, and submit their work hours over a pay period. These templates have simple designs so that employees can enter their work hours by hand. Printable timesheets often include space for the employee and supervisor signatures in order to guarantee accurate record keeping. The timesheets often include hour categories such as regular, overtime, vacation, and other paid hours. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. SmartShift makes it easy for your team to plan their work week from anywhere, giving them the ability to report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try SmartShift for free, today.



Adecco

Time Sheet for Monthly Temporary Assignment

Company _____

Address _____

Name of Applicant _____ ID Number _____

Rank & A/C Number _____

For the month of _____

Day	Date	Start Time	Lunch Hour	End Time	Overtime	Day	Date	Start Time	Lunch Hour	End Time	Overtime
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					

Total Working Day(s): _____ Total Overtime Hour(s): none

I/We hereby certify that the total hours shown above were satisfactorily worked and that payment will be made upon receipt of relevant invoice (s).

Client's Signature _____ Name/Position _____

Official Use Only

Download Weekly Timesheet Template for Excel Use this weekly timesheet template to enter start and finish times each day. The table columns allow you to record and differentiate among regular, overtime, holiday, and other hour types. Employees can track hours and pay with the corresponding hour rates in the bottom three rows of this Excel timesheet template. To record work hours in your choice of formats and for various pay periods, check out our roundup of free timesheet and time card templates. Download Multiple Employee Timesheet Template for Excel Multiple employees can use this timesheet template to identify work shifts and enter a week's worth of daily hours. With this Microsoft Excel template, employees can also list their department and calculate total weekly hours. Use the daily break and lunch rows for accurate, up-to-the-minute tracking and record keeping. To enter and submit work hours each week, check out our free weekly timesheet templates. Download Weekly Project Timesheet Template for Excel Project managers can use this weekly project timesheet template to track regular, overtime, vacation, and other employee hours every day of the week. This simple, detailed Excel template features sections that automatically total hours and calculate daily and weekly pay-by-hour totals and rates. The Project section at the top of the timesheet also includes space to describe the project in detail. Download more free templates designed specifically for biweekly pay periods. Download Weekly Construction Timesheet Template for Excel Construction teams can use this timesheet template to list important site information, as well as their trade, title, and ID number. Enter daily regular, overtime, and other hours — as well as the corresponding pay rates — to calculate total pay.

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General contractors can rely on this weekly timesheet template for accurate updates and estimates for construction job completion. To enter and submit daily work hours, check out our article with free daily timesheet and time card templates. Download Consultant Timesheet Template for Excel Use this timesheet template to enter and track billable hours for the week and across multiple tasks. With seven columns for each day of the week, this template provides the scheduling flexibility consultants might need. Plus, the template includes space at the bottom of the chart for agreement and approval signatures. You can also enter, track, and manage monthly payrolls with one of these free monthly timesheet templates. Download Biweekly Timesheet Template for Excel This timesheet template features space for employee and company details, as well as start and end dates for biweekly pay periods. List dates, along with specific start and end times for lunch and daily work hours, and add notes and more details in the space provided. To enter and download timesheets in another spreadsheet format, use one of these free Google Sheets timesheet templates. Download Biweekly Project Timesheet Template for Excel Use this biweekly project timesheet template to track work activities and hours for multiple projects at once. Project managers can use the template to track activity hours for two different projects on the same day over two weeks of work. This template also functions as a record of task status to inform larger project management needs. Download Timesheet Template with Lunch for Excel With this Excel template, you can enter start and end times for daily lunch, as well as two daily breaks, for a biweekly pay period. This timesheet template includes space to enter employee and company information, including names, addresses, an ID number, and department. The bottom of the timesheet includes cells for total hours and pay for both regular and overtime hours. Download Monthly Timesheet Template for Excel Use this monthly timesheet template to enter and track regular, overtime, vacation, and other hours. The bottom rows of this template provide hour totals, rates for each hour type, and total pay calculations in an Excel spreadsheet. This template also includes a column that lists the total hours for daily work tracking. Download Monthly Volunteer Timesheet Template for Excel Describe volunteer work for different organizations on different days with this timesheet template. Volunteers can list amounts for required hours, completed hours, and the balance due for the month. This template features space for advisor contact information and a signature column for daily hours approvals. Download Daily Timesheet Template for Excel Use this timesheet template to enter regular, vacation, and other hours for any daily work shift. You can then track hour totals and calculate gross pay. Plus, the bottom of the timesheet includes space for dated submission and approval signatures. An Excel timesheet template is a spreadsheet that businesses use to track employee hours and manage their payrolls. These templates allow employees to enter total hours and calculate pay easily, and are also organized and editable to suit your needs.

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empower your people to go above and beyond with a flexible platform designed to maximize the strengths of your team – and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try SmartSheet for free, today.

Apart from tracking work hours, an Excel timesheet template comes in handy while generating employee payroll based on billable hours. However, it's time-consuming to create an Excel timesheet template for multiple employees from scratch. To help you out, we'll provide four free Excel timesheet templates in this article. You can customize and use them for multiple employees according to your needs. We'll also give a few pointers to help you choose the best template. We'll then cover the benefits and drawbacks of manual timesheets, along with three sure-fire tips for managing an Excel timesheet template. Finally, we'll explore a powerful alternative to Excel timesheet templates for multiple employees. This article contains: (Click on the links to jump to a specific section) Let's get started. 4 free Excel timesheet templates for multiple employees Here are four printable timesheet and time card templates for multiple employees: 1. Daily timesheet A daily timesheet template helps calculate the pay for hourly employees as it shows the activity of all the work done on a daily basis.

Download | Google Sheet | Google Excel | Google Docs Weekly timesheet A weekly timesheet template maintains a record of employee work hours and total expenses for one week at a time. Download it here: Excel | Google Sheet | Google Docs Bi-weekly timesheet A bi-weekly timesheet template calculates employee hours and payroll every two weeks. Download it here: Excel | Google Sheet | Google Docs Monthly timesheet A monthly timesheet template includes the work hour and expenses for all the workdays and shifts on a monthly basis. Download it here: Excel | Google Sheet Confused about which template to download for your business? Let's take a look at a few important details that you must have in your employee timesheet. How to choose a timesheet template for multiple employees? When looking for an Excel timesheet template, ensure that it covers these three sections: Section 1: Basic information This section provides the details about employees and business. Some data fields that you should look for in a multiple employee timesheet: Employee's name, Company name and address, Manager's name, Project name/code, Employee's phone number, Hourly rate or pay rate. Section 2: Timesheet data In this section, the details of the tasks done by an employee are highlighted in a tabular format. Either the manager or employee can enter the data. Typically, the data will be categorized as: Day and date, Week, Project name, Project code, Total hours spent on each task, Breaks like a lunch break, Vacation/sick leave, Overtime hours. Total working hour, Detailed expenses. Section 3: Credentials and payment information Finally, every timesheet should also have the payment information of the employee and their signature. It should also include a signature section to provide the approval of both the employee and manager. Some of the must-have information present here include: Hourly/Daily/Weekly rate, Total Pay, Employee's signature, Manager's signature, Date. Now, that's a lot of things to remember! So let's make it easier for you. Here are two major types of Excel timesheet templates: 1. Provides a quick overview Usually, many people work on numerous projects simultaneously, making it challenging to keep tabs on each project. And if you're working in remote teams, supervising staff can get even trickier. You'll've no way to physically see who is working on what and how each project is progressing. A simple timesheet provides a quick overview of all the tasks your team members are working on. You can use this data to monitor work and gauge the progress of each project individually. Additionally, summarizing what everyone is working on and how long they spent on each task can help you plan better. You can also flag and address issues that might be slowing down the overall progress. 2. Simplifies payroll and Budgeting Timesheets help you pay your employees for the total hours worked and also come in handy while billing your clients. For example, if you've hired freelancers on a daily, weekly, or biweekly pay period, you can easily calculate the total time they spent on a client's project. You can then generate the right payroll for freelancers and use the same to send an accurate invoice. Besides, here are a few major cons of using these timesheets. 3 major drawbacks of timesheet templates Here's an in-depth look at why an employee timesheet solution isn't the ideal timesheet solution for any business: 1. Leaves room for error and time theft The entire concept of timesheets is based on accurate data entry by your employees. If you don't have a system to verify the data, you may end up paying more than what they deserve. 2. No automatic calculations Manual timesheets require you to do all the calculations manually. This means you need to sort through a lot of numbers and perform calculations for each pay period. This lack of automation translates to a lot of extra work. And if you're managing numerous employees and clients, checking each timesheet can be time-consuming – especially if you're going at it alone. You could hire someone to handle your payroll to solve this problem, but it will only increase your expenses. 3. Can't track performance trends Tracking the actual number of hours worked doesn't necessarily give an accurate account of productivity and progress. A spreadsheet-based timesheet only informs you of the number of hours worked and not how an employee spent those recorded hours. To get a clear idea of the productivity levels, you need to determine how employees spent those work hours. It involves analyzing your employees' activities during work hours, like the websites they visited or the time they spent on certain apps. Only then can you identify bottlenecks and take steps to resolve them. Now, let's learn some handy tips to minimize these cons. 3 smart tips for managing manual timesheets Here are three tips for using a simple Excel timesheet template: 1. Train your employees Employees are more likely to fill out a time tracking template correctly if it has a user-friendly Excel format. Contains predefined formula. Doesn't require a lot of edits. That's why you should pick out a simple timesheet template. You can also train new employees to use manual timesheet tools like MS Excel, Microsoft Excel and Google Sheet. With proper training, they can use an Excel formula or pivot table for easy and automatic calculations. 2. Assign project codes Do your employees document the time they spend on different projects? Then you should assign a code to each project. Here's why. Multiple employees could be working on the same project. By giving each project a unique identifying code, you can log the time spent on each project separately. This helps in keeping track of the time spent on each project, making it easier to generate reports for payroll management. 3. Ensure government compliance Some countries set guidelines regarding minimum wage, overtime, recordkeeping, and other issues. For example, the USA's Fair Labor Standards Act (FLSA) states that all non-exempt employees are entitled to overtime pay and minimum wages for all hours worked beyond 40 (regular hours) in a workweek. To ensure you're calculating overtime pay appropriately, you need to keep track of hours, clock in, and time out data. Explore all about using timesheets for exempt employees. However, these tips can only help you to an extent because using timesheets on tools like MS Excel, Google Docs, or Google Sheets has many limitations – mainly because it involves manual data entry and analysis. You also need to take care of a lot of other things. So what's the workaround? Simple! Use time tracking software. A kick-ass alternative to timesheet templates With a powerful time tracking tool like Time Doctor, you can not only easily manage timesheets but also get insights into the productivity of your employees. From tracking employee time accurately to generating reports automatically, Time Doctor can help you every step of the way. What's Time Doctor? Time Doctor is a robust time tracking and employee productivity management tool used by small businesses like Thrive Market and large companies like RE/MAX to boost employee productivity. Employees can use this tool to accurately track time for all their tasks and projects in real-time. Moreover, Time Doctor is compatible across all devices that support Windows, Mac, Linux, Android, iOS, and Chrome operating systems.

Time Doctor offers two modes of operation: manual or interactive mode. In the manual or interactive mode, employees track their work activity with a simple and easy-to-use interface. To track time using this mode, launch the Time Doctor app and log in with your existing credentials. Create a new user profile or select one from the task list. Press Play to start tracking time. Time Doctor will now track time while running in the background. You can click Stop if you've completed your task or want to take a break. Time Doctor also offers an automatic mode that eliminates the need to manually start or stop the timer every time you work or create a task. Once enabled, the app starts recording time when you turn on your computer or during specific hours. This ensures that the time tracking process doesn't interfere with your employees' workflow. 2. Work schedules The work schedules feature allows you to create and edit employee shifts from within Time Doctor. You can: Monitor and manage employee overtime. Automate schedule creation and updates to save time. Easily adjust schedules to ensure round-the-clock availability. Generate accurate payroll with automatic time tracking. So how do you add a work schedule in Time Doctor? Set up your employee's work schedule in three easy steps: Pick users and the date range within which you want to create a shift. Add the shift timings to the exported CSV file. Upload the CSV file to Time Doctor. 3. Productivity reports Time Doctor automatically generates several productivity reports based on tracked employee activity - making time tracking more meaningful. Here are some of these reports: Hours tracked report: Shows the total number of hours tracked by employees for any date range. Timeline report: Get an insight into how much time each employee spends working and on breaks. Activity summary report: Gives an account of active seconds and minutes, mobile use, unproductive activity, and more. Attendance report: Shows which employee is absent, partially absent, on leave, or late. Projects & tasks report: View how long your employees take to complete any given task. Custom export: Export reports with custom data to suit your business needs. Web and app usage report: See how much time each remote worker spends on different sites and apps. 4. Payroll management Once enabled, Time Doctor's easy payroll feature will generate accurate payroll reports for your employees. You can generate payroll reports for a specific date range or for a particular employee. Time Doctor also lets you export payroll data to CSV files. 5. Mobile app Time Doctor has a dedicated mobile app for Android and Apple. The app lets you track time and generate reports directly. 5. Chrome extension and integrations Time Doctor's powerful Chrome extension integrates with 50+ tools to help you manage employee hours and productivity across your favorite apps. Some key integrations include: Wrap up A free timesheet template can help record employee work hours and easily calculate the daily, monthly, or weekly pay. You can download the templates we provided here and customize them to suit your needs. However, Excel timesheets can be tedious to manage and prone to human error. Instead, it's best to use an automatic timesheet calculator like Time Doctor. In addition to time tracking, the tool also offers other advanced features like work schedules, detailed reports, productivity ratings, and more. Sign up for Time Doctor today for error-free and effortless time tracking and productivity management!

Carlo Borja is the Head of Online Marketing for Time Doctor, a time tracking software for remote teams. He is a full-time telecommuter, a digital nomad and

