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## Work time sheet

## Time study worksheet.

Employee Working Schedule TimeSheet							
Employee	Adam Smith	For the week of		Period: 8-14			
Department	Finance	Department		Job Title			
Date	Start Time	Break Time	End Time	Regular Hrs	Overtime Hrs	Remarks	
February 8, 2015	8:15 AM	12:35 PM 1:00	5:30 PM	8.75	0		
February 9, 2015	8:00 AM	12:50 PM 1:30	6:00 PM	9.5	0		
February 10, 2015	8:00 AM	12:30 PM 1:00	5:00 PM	8.5	0		
February 11, 2015	7:30 AM	12:00 PM 1:00	5:30 PM	9.5	0		
February 12, 2015	8:30 AM	12:30 PM 1:00	5:00 PM	8.75	0.25		
February 13, 2015	8:30 AM	11:30 PM 12:00	6:30 PM	13.5	0		
February 14, 2015	8:00 AM	12:30 PM 1:00	5:00 PM	9.5	0		
February 15, 2015	8:15 AM	12:30 PM 1:30	4:45 PM	8	0		
February 16, 2015	8:30 AM	NA	4:00 PM	5.5	0.5		
February 16, 2015	9:00 AM	12:30 PM 1	2:00 PM	1	4.5		
<b>Total:</b>				<b>81</b>	<b>17.25</b>		

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August 8, 2015

8:4

### Workshop time sheet.

Work based learning time sheet. Working time sheet. Worker time sheet. Working time sheet format. Workday timesheet. Workforce timesheet. Work experience time sheet. Work time sheet template. Work from home time sheet. Timesheet workout. Work order timesheet. Work hour time sheet. Workflowmax my time sheet.

IF there's one thing that both employees and employers agree with, it's that time tracking an extremely tedious process. To make the process easier, download the three free employee timesheet templates in MS excel, Google Sheets, MS Word or PDF formats given in this article. You can also use an automated time tracking tool instead of filling out spreadsheets or PDFs manually. Using an automated time tracking tool like Time Doctor will give you far more accurate reports with zero manual effort – saving you time and money. To learn about how Time Doctor automatically tracks time for you, jump to this section of this article. What we will cover in this article: The 3 types of free timesheets to download: You can click below to go to each template (in MS excel, Google Docs, MS Word and PDF formats) Automated time tracking Timesheet basics: Weekly timesheet template free Weekly Timesheet templates are used when you calculate work hours and pay periods on a weekly basis. Notes on our weekly simple timesheet template: The “Week starting” field automatically inputs the date today and fills up the “date” and “day” columns accordingly. You can change this manually. Total employee hours worked are calculated automatically. You only need to enter your Time In and Time Out data. Total Pay is calculated automatically based on the Rate Per Hour that you set. Automatic calculations only apply to these versions: Google Sheets and Microsoft Excel. We've only provided blank timesheet templates free for Microsoft Word and PDF. Download timesheet links: Bi-weekly timesheet template free If you calculate work hours and pay periods every two weeks, a biweekly timesheet template would suit you better. You can change this manually. Total employee hours worked are calculated automatically. You only need to enter your Time In and Time Out data. Total Pay is calculated automatically based on the Rate Per Hour that you set. Automatic calculations only apply to these versions: Google Sheets and Microsoft Excel. We've only provided a blank timesheet template for Word and PDF. Download timesheet links: Monthly timesheet template free This timesheet template is more detailed as it provides an overview of your monthly work hours and pay as well as a weekly breakdown of that data. You can even divide this into a semi monthly timesheet. Notes on our monthly simple timesheet template: In this free monthly timesheet, the “Month” field automatically inputs the current month. You can change this manually by entering any date from the month you want to create a timesheet for. Dates and Days automatically fill up according to the “Month” field in the excel monthly timesheet. This includes the “Week Starting” column. Total employee hours worked are calculated automatically on a monthly basis in this free monthly timesheet. You only need to enter your Time In and Time Out data on the Weekly Breakdown section. Total Pay is calculated automatically based on the Rate Per Hour that you set and the pay period. Automatic calculations only apply to these versions: Google Sheets and Microsoft Excel. We've only provided a blank timesheet template for Word and PDF. Download time sheet links: Limitations of manual time tracking with templates Using spreadsheets or docs to track time has several limitations.

Weekly Work Time Sheet					
Week of: August 1-August 7					
Student Name: Jane Doe					
Job Site Location: McDonalds			Supervisor Name: Johnny Apple		
<p><small>***All hours must be filled out to receive full credit for assignments. In comments, provide something explaining that happened, something you learned, were proud of something you were able to learn about or perhaps why you were not there. Comments should be no less than 250 words on this page. The sheet will be due on Sunday the last day of work week for each. Full labor points for her work and acquisition items.</small></p>					
Work Days	IN	OUT	IN	OUT	WORK COMPLETED
Monday	12:00	4:00	4:30	7:00	Worked Cashier and worked drive thru. 30 min lunch
Tuesday	Off	Off	Off	Off	Day Off
Wednesday	12:00	2:00	2:15	4:00	Worked Front Dining and covered breaks on Cashier. 15 min break
Thursday	12:00	2:00	2:15	4:00	Worked Cashier and worked drive thru. 15 min break
Friday	12:00	2:00	2:15	4:00	Worked grill and washed dishes. 15 min break
Saturday	Off	Off	Off	Off	Day Off
Sunday	Off	Off	Off	Off	Day Off
Total Hours Worked for the Week =13.50					

Concerns or Safety Issues : No safety issues. Concerns: Spoke with my supervisor; Her only had me scheduled for 7 hours next week. I requested that I have at least 15 hours for my WBL class.

Other Comments:

It's far more effective to automate time tracking with a tool like Time Doctor.

[illegible]

The human error factor there are a hoard of possibilities arising from human error that could lead to massive mistakes in excel timesheets. For example, simply using the wrong formulas, incorporating wrong formats or mistakenly leaving out key figures can lead to massive miscalculations in employee pay rates. In fact, one of the most common human errors made in excel timesheets is mistakenly deleting them. Trying to retrieve these deleted sheets can be a very difficult task and inevitably lead to crises. 2) The discrepancy between actual hours worked vs reported hours worked While you must trust your employees, you can't guarantee that everyone of them will be accurate with their reporting. There may even be unintentional errors in reporting actual hours worked. Unfortunately, Excel sheets don't provide you with the facility to track actual hours worked in real-time. Time sheets are based on reported hours worked, manually inserted in the spreadsheets. A discrepancy of about 5-10 minutes every day may not be an issue, but when this difference climbs up, you could lose a lot of money. 3) You can't modify or update data Tracking time always involves elements of modification - whether it's a sudden new task or if something takes longer than expected - there always has to be space for adjustment. However, modifying data on traditional excel templates is a very time consuming process. It often means having to go back through all the data entered over months, but it's so much data to go through at once. The format of this data isn't conducive to making insightful decisions. In addition, the chances of a manager misinterpreting information is quite high seeing as it's quite difficult to go through it all. 5)The issue with historical data You must remember that Excel timesheets aren't designed to store historical data. What this means is that quite often, to save space, earlier edition of reports are written over and updated. The downside of this is you don't have access to older data anymore. The biggest drawback of not having access to historical data is that companies can't spot long term trends and analyze productivity over time or even have proof to resolve disputes over hours worked in the future. 6) You don't have access to "real time" reports Timesheets are often sent to managers on a weekly basis. This means managers don't get updates about an employee's work hours in real time. The issue here is as managers only get a "delayed copy", a lot of the time these sheets may not reflect what's currently happening or whether there has been any alterations to circumstances. In addition, these reports can get lost in the managers inbox or they can get the wrong, outdated version of the file. 7) Their tendency to crash The more an Excel sheet is updated or shared, the higher the chances of the file getting corrupted and unusable. You can't run that risk when it comes to the important task of time tracking. Use an automated time tracker tool If you need a more efficient way to track time, something that takes less of your time to manage and analyze, an automated online tracking tool is for you. Professional timesheet software like Time Doctor is a great alternative to manual employee time sheets.

Time Doctor is a time tracking tool that gives you automated reports about your employees work activities including: The tasks they've worked on The time it took them What sites they visited during regular hours Clock in times and clock out times and more. With this software based time clock, keeping track of hours worked has never been easier! Time Doctor also provides you with detailed reports on individual tasks and projects. So instead of manually tracking down individual tasks and projects, Time Doctor automatically tracks them for you. You can monitor poor time usage - such as the time your workers spend on unproductive sites like YouTube and Facebook - to make sure that your employees aren't slacking off during their regular hours. When an employee accesses websites like these, Time Doctor automatically sends a pop up asking if they're still working. This is a very useful feature and not usually available in this simplistic form in other time tracking tools like Dovicio timesheet software, Toggl, etc. Time Doctor can also take screenshots of the employees' screens at random intervals during their work hours to make sure they're working. You can turn off this feature if you wish. If you do use this, we recommend that you inform your employees that you are taking screenshots. The software will also automatically assume that an employee is taking a break if there's inactivity for three minutes. This ensures that the software isn't running by mistake when your employees are on their lunch breaks or are just taking a quick breather. Needless to say, a regular spreadsheet won't be able to monitor your employees to this extent. Advanced reporting The time reports generated by Time Doctor are far more detailed than those you'd get from a regular time sheet, making the time tracking process more meaningful. You can view data on multiple parameters at the blink of an eye. You have access to detailed reports regarding time usage sorted by individuals, groups, projects and time periods - something you don't get from formal spreadsheets and timecards. Here are some of the reports you have access to when using Time Doctor: 1) Timesheet report The timesheet report highlights the total hours worked by your employees during a specific period so you have an idea of what they're all up to. What's more is that you can easily export these into either .CSV or .XLS formats to make it easy to store. 2) Time use report With this, you can see what each individual team member was working on in a given period. As Time Doctor tracks time spent on each task during a project, you can see how much time each employee spends on each task. This allows you to identify which tasks are taking too long and where you might want to cut down on time. 3) Attendance report This report gives you a detailed breakdown of all the time your employees have spent on each task in a given period. You can know which tasks were worked on, by who and for how long. 4) Task report Like a project timesheet, the task report focuses on individual projects. You get a breakdown of the amount of time spent on the task in total as well as identifying which employee spent the most time on it. 5) Attendance report The attendance report shows the time tracking data for each employee. You can see how much time each employee spends on each task. 6) Attendance report The attendance report shows the time tracking data for each employee. You can see how much time each employee spends on each task. 7) Attendance report The attendance report shows the time tracking data for each employee. You can see how much time each employee spends on each task.

You'll have a list of all the absentees in the week along with they couldn't make it. 6) Poor time use report Time Doctor has a built-in safeguard to ensure that your employees are spending time in the right places. Sites like Reddit, Facebook, Youtube, Twitter etc are all categorized as potential non-work related time use (this list is customizable and the feature can be disabled). Time Doctor will record which of these sites an employee visited, when they visited it and for how long - making sure there's effective time management. Think of it as a time card calculator designed to track hours spent on tasks you don't want your employees working on. 7) Web and app usage report This report showcases all the Internet usage and application activity of each employee. However it's not detailed enough to show you which of these apps or sites were unproductive ones- you'll have to use the poor time usage report to track that.

## Employee Timesheet

[Print Form](#)

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**Week of:** \_\_\_\_\_

Employee Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total

Total Hours

**Authorized By:** \_\_\_\_\_

Privacy controls Time Doctor provides your employees with all the security they need concerning their privacy when using a time tracking app. Nothing will be recorded or tracked when they've marked that they're not working. Also if a screenshot was taken when they were on a break and forgot to pause Time Doctor, they have the option to delete it. Multiple integrations Time Doctor has multiple integrations with tools that your team may already be using like Todoist and Slack- making the transition to using an employee time tracking software from a traditional spreadsheet that much more simple. What is a timesheet? A timesheet is a spreadsheet for recording how much time an employee spent working on different tasks. Your employees enter the exact time when they start work for the day and also their out time - that's when they log out. Then the total time worked on individual tasks is calculated.



How work actually 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. Get free Smartsheet templates [Get a Free Smartsheet](#)