**TIME LOG TEMPLATE**

**COMPANY NAME**

**ADD LOGO**

Email Address

(505) 324-2122

4921 E Main St, Farmington, New York

|  |  |
| --- | --- |
| Employee ID: |  |
| Manager Name: |  |

|  |  |
| --- | --- |
| Name: |  |
| Job Position: |  |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Manager Signature: |  |

|  |  |
| --- | --- |
| Employee Signature: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Task Description** | **Start Time** | **End Time** | **Regular Hours** | **Overtime** | **Total Hours** |
| D / M / Y |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |