

# Daily Time Sheet Companion



## What is a Daily Time Sheet?

A Daily Time Sheet is a table used to record the hours that an employee has completed throughout a work day.

## What is the purpose of a Daily Time Sheet?

The purpose of a Daily Time Sheet is to keep track of the hours worked on a daily basis. It becomes useful later when filling out the Weekly Time Sheet.

## Why do I need a Daily Time Sheet?

A Daily Time Sheet is needed to keep track of hours (regular and overtime) that have been completed. Without this, hours may be missed and it may put into question the validity of someone's hours.

## How do I complete a Daily Time sheet?

To complete a Daily Time Sheet, an employee should:

1. Include a date, name and or ID
2. When they timed in to when they timed out.
3. The project(s) they worked on and the location.
4. The amount of regular hours put in as well as overtime hours (if applicable).

## How do I use a Daily Time sheet?

- Have a Daily Time Sheet on hand every day to keep track of hours.
- Fill out the information.
- Some businesses may ask to hand in a Daily Time Sheet.