



# EMPLOYEE TIMESHEET

**Employee Name:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**For the Week of:** \_\_\_\_\_

Please ensure you enter the information in the same format as the examples provided, rounding to the nearest quarter-hour (ex: 5:40 = 5:45)

Date ex: 01-Jan-2012	Start Time ex: 9:00 am	Stop Time ex: 5:30 pm	Hours auto calculated	Less Lunch ex: 0.75 (3/4 hr)	Billable Hours auto calculated

Returning next week? \_\_\_\_\_  
yes/no

**TOTAL HOURS:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Please ensure this timesheet is authorized and submitted by email to [hours@freelancersunlimited.com](mailto:hours@freelancersunlimited.com) before the start of the next business week (by noon Monday at the latest).