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**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

| **DAILY HOURLY TIMESHEET** |
| --- |
|
|  |
| **Time** | **Tasks Worked On** | **Notes** |
| 8:00 AM – 9:00 AM  |  |  |
| 9:00 AM – 10:00 AM  |  |  |
| 10:00 AM – 11:00 AM |  |  |
| 8:00 AM – 9:00 AM  |  |  |
| 9:00 AM – 10:00 AM  |  |  |
| 10:00 AM – 11:00 AM |  |  |
| 10:00 AM – 11:00 AM |  |  |
| 8:00 AM – 9:00 AM  |  |  |
| 9:00 AM – 10:00 AM  |  |  |
| 10:00 AM – 11:00 AM |  |  |
| 8:00 AM – 9:00 AM  |  |  |
| 9:00 AM – 10:00 AM  |  |  |
| 10:00 AM – 11:00 AM |  |  |
| 10:00 AM – 11:00 AM |  |  |
|  |  |  |
| **Employee's signature:** | **Manager's signature:** |  |
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