Daily Timesheet with Lunch Break

One day, the whole team. Punch in, out for lunch, back in, and out.

TimoDesk

Date _____ **Site / location** _____

Shift _____ **Supervisor** _____

#	Employee name	Time in	Lunch out	Lunch in	Time out	Lunch (min)	Hours (decimal)	Hours (h:mm)	Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
						Team total			

Notes

People on shift	
Team hours	

Supervisor signature _____ **Date** _____

Approved by _____ **Date** _____

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