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| --- |
| **Hourly Timesheet Template** |
| **Company Name:** |  |
| **Employee Name:** |  |
| **Start Date:** |  |
|  |  |
| Date | Day | Regular | Overtime  | Holiday | Sick | Vacation | Other | Daily Total |
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|  | ***Weekly Total:*** |  |  |  |  |  |  |  |
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|  | ***Weekly Total:*** |  |  |  |  |  |  |  |
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| **Approved By:** |  | **Approval Date:**  |  | **Total Hours:** |  |