

Hourly Time Log Template

[COMPANY LOGO]

| | |
|----------------|------------------|
| Employee Name: | Supervisor Name: |
| Employee ID: | Date: |

| Time | Description of Work Activity | Start Time | End Time | Total Time Spent |
|-------|------------------------------|------------|----------|------------------|
| 0:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |

| | | | | |
|-------|--|--|----------------------------|---|
| 12:00 | | | | |
| 13:00 | | | | |
| 14:00 | | | | |
| 15:00 | | | | |
| 16:00 | | | | |
| 17:00 | | | | |
| 18:00 | | | | |
| 19:00 | | | | |
| 20:00 | | | | |
| 21:00 | | | | |
| 22:00 | | | | |
| 23:00 | | | | |
| | | | Total Hours For Day | 0 |

Employee Signature: _____ Date: _____

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Supervisor Signature: _____

Date: _____