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| **Employee Name:** | **Job Title:** |
| **Employee ID:** | **Supervisor Name:** |

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| **Date** | **Description of Work Activity** | **Start Time** | **End Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
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|  | **Totals** |  |  |  |

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_