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|  | **DAILY TIMESHEET TEMPLATE** | | | | | | | | | | | |  | |
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|  | DATE | |  |  |  |  | COMPANY NAME | | | | | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  | EMPLOYEE | | PROJECT | CLOCK IN | CLOCK OUT | TOTAL TIME | | | | | NOTES | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  | **08:00** | **19:00** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 2h 00m | 1h 00m |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  | **08:00** | **16:25** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 0h 25m | 0h 00m |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
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|  |  |  |  | **07:45** | **15:40** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 7h 55m | 0h 00m | 0h 00m |  |  | |
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|  |  |  |  | **07:30** | **15:50** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 0h 20m | 0h 00m |  |  | |
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|  |  |  |  | **08:10** | **16:15** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 0h 05m | 0h 00m |  |  | |
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|  |  |  |  | **08:15** | **16:40** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 0h 25m | 0h 00m |  |  | |
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|  |  |  |  | **07:50** | **16:00** |  | REGULAR | OT | DOT |  |  |  | |
|  |  |  |  | 8h 00m | 0h 10m | 0h 00m |  |  | |
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|  |  |  |  |  |  |  | REGULAR | OT | DOT |  |  |  | |
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