

24-hours Daily Billable Hours

Day: _____

Name: _____

Department: _____

Supervisor: _____

Time	Activity
1:00 AM	
2:00 AM	
3:00 AM	
4:00 AM	
5:00 AM	
6:00 AM	
7:00 AM	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	
10:00 PM	
11:00 PM	
12:00 AM	

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Employee signature

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Supervisor signature

Activity 1
Activity 2
Activity 3
Total hours
Hourly rate
DAILY TOTAL PAY