Prodesse Property Group
Daily Timesheet

Please use a separate timesheet for each property

Employee Name: _____

Property Name: _____

Pay Period Beginning: _____

Pay Period Ending: _____

Total hours from all timesheets

Reg. Hours: _____ O/T Hours: _____

		Regular Time (AM)		Regular Time (PM)		Over-Time		Time-Off		Total Hours	
Date	**Day**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**Type ****	**Hours**	**Reg. Hours**	**O/T Hours**

** Time Off Type PTO = Personal Time-off H = Holiday U= Unpaid

Employee's Signature: _____

Supervisor's Signature: _____