Employee Task Tracking Template

[Company Name]

Today	
Date:	9/27/15
HOURS	0

Name: _____

Current Period	
Start:	2/9/15
End:	2/16/15
HOURS	14.5

Date	Project ID	Task ID	Notes	Start Time	Breaks (minutes)	End Time	Minutes Worked
2/9/15	Other	Holiday		9:00 AM		5:00 PM	
2/10/15	Customer 1			9:30 AM	45	3:00 PM	
2/11/15	Customer 1			8:00 AM	15	10:00 AM	

Developed by Excelide

Employee Task Tracking Template

This Week	
9/28	0
9/29	0
9/30	0
10/1	0
10/2	0
10/3	0
10/4	0
TOTAL	0

(7 days)

Hours	Current Period	Billed	Invoice #
8.00	yes	x	
4.75	yes		
1.75	yes		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		
0.00	no		