

**Project Time**

**Employee Name:**

**Manager Name:**

Date	Project Name	Client Name	Task Description

**Total Billable Hours:**

**Employee Signature:**

**Manager Signature:**

# Time Tracking Spreadsheet

Start Time	End Time	Total Hours Worked	Billable Hours	Hourly Rate
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	

**0.00**

