How to Track Hours with an Excel Timesheet Template

Introduction

Tracking work hours doesn't need to be complicated. An Excel timesheet template offers a simple yet effective way to log daily tasks, calculate total hours, and monitor productivity. Ideal for freelancers, teams, or businesses, this tool helps streamline your time-tracking efforts without needing expensive software.

This guide shows you how to use a timesheet template effectively. It's easier than you think!

Key Steps

	Date	Time In	Lunch Start	Lunch End	Time Out	Hours worked
5						
6	Wed 1 Mar 23	09:00	12:00	13:00	18:00	8,00
7	Thu 2 Mar 23	09:00	12:00	13:00	18:00	8,00
8	Fri 3 Mar 23	09:00	12:00	13:00	18:00	8,00
9	Sat 4 Mar 23					0,00
10	Sun 5 Mar 23					0,00
11	Mon 6 Mar 23	09:00	12:		18:00	8,00
12	Tue 7 Mar 23	09:00	12:		18:00	8,00
13	Wed 8 Mar 23	09:00	12:		18:00	8,00
14	Thu 9 Mar 23	09:00	12:00		18:00	8,00
15	Fri 10 Mar 23	09:00	12:00	13:00	18:00	8,00
16	Sat 11 Mar 23					0,00
17	Sun 12 Mar 23					0,00
18	Mon 13 Mar 23	09:00	12:00	13:00	18:00	8,00

Start with a well-structured template for accurate time tracking.

Enter Basic Details

Begin by entering the employee name, project/task, and the date. Customize the sheet to reflect your working week (e.g., Monday–Friday).

Log Start and End Time Daily

Input your clock-in and clock-out times daily. The template automatically calculates total hours worked each day using simple Excel formulas.

Use Formula Columns for Weekly Totals

At the end of each week, check the "Total Hours" column to review your weekly work summary. This helps in payroll processing, productivity review, or client billing.

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Summary

Using an Excel timesheet template is a practical and budget-friendly way to track work hours. It improves accuracy, saves time, and keeps records organized. By following a consistent tracking routine, you can better manage workloads and ensure transparent reporting, whether you're working solo or managing a team.

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