## **MONTHLY EMPLOYEE TIMESHEET**

**Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employee name:** | |
| **Title:** | **Hourly rate:** |
| **Supervisor:** | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of the Month** | **Start Time** | **Lunch Start** | **Lunch End** | **End Time** | **Vacation/ Sick leave** | **Regular Hours** | **Overtime hours** | **Total Hours**  **Worked** |
| **1st** |  |  |  |  |  |  |  |  |
| **2nd** |  |  |  |  |  |  |  |  |
| **3rd** |  |  |  |  |  |  |  |  |
| **4th** |  |  |  |  |  |  |  |  |
| **5th** |  |  |  |  |  |  |  |  |
| **6th** |  |  |  |  |  |  |  |  |
| **7th** |  |  |  |  |  |  |  |  |
| **8th** |  |  |  |  |  |  |  |  |
| **9th** |  |  |  |  |  |  |  |  |
| **10th** |  |  |  |  |  |  |  |  |
| **11th** |  |  |  |  |  |  |  |  |
| **12th** |  |  |  |  |  |  |  |  |
| **13th** |  |  |  |  |  |  |  |  |
| **14th** |  |  |  |  |  |  |  |  |
| **15th** |  |  |  |  |  |  |  |  |
| **16th** |  |  |  |  |  |  |  |  |
| **17th** |  |  |  |  |  |  |  |  |
| **18th** |  |  |  |  |  |  |  |  |
| **19th** |  |  |  |  |  |  |  |  |
| **20th** |  |  |  |  |  |  |  |  |
| **21st** |  |  |  |  |  |  |  |  |
| **22nd** |  |  |  |  |  |  |  |  |
| **23rd** |  |  |  |  |  |  |  |  |
| **24th** |  |  |  |  |  |  |  |  |
| **25th** |  |  |  |  |  |  |  |  |
| **26th** |  |  |  |  |  |  |  |  |
| **27th** |  |  |  |  |  |  |  |  |
| **28th** |  |  |  |  |  |  |  |  |
| **29th** |  |  |  |  |  |  |  |  |
| **30th** |  |  |  |  |  |  |  |  |
| **31st** |  |  |  |  |  |  |  |  |

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| **Employee signature:** | **Date:** |
| **Supervisor signature:** | **Date:** |