## **MONTHLY EMPLOYEE TIMESHEET**

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |