# **MONTHLY EMPLOYEE TIMESHEET**

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| **EMPLOYEE:** |
| **START OF MONTH** | **REGULAR HRS** |
| **SUPERVISOR:** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start****Time**  | **Finish****Time** | **Regular Hrs** | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Other Hrs** | **Total****Hours** |
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| **TOTAL Hours** | **-----** | **-----** |  |  |  |  |  |  |  |
| **HOURLY RATE** | **-----** | **-----** |  |  |  |  |  |  |  |
| **TOTAL PAY** | **-----** | **-----** |  |  |  |  |  |  |  |

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| **EMPLOYEE SIGNATURE** |  | **DATE** |  | **TOTAL HOURS** |
| **SUPERVISOR SIGNATURE** |  | **DATE** |  | **TOTAL PAY** |