

MONTHLY TIMESHEET

One line per calendar day. Leave days off blank; total the month at the bottom.

Employee _____ Manager _____

Month _____ Hourly rate _____

Date	Time in	Lunch start	Lunch end	Time out	Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Total hours

GROSS PAY

Employee signature / date

Manager signature / date