

Monthly Timesheet

Company		Employee Signature		Date	
Employee		Supervisor Signature		Date	
Time Period		Regular Rate		Overtime Rate	

Date		Time In	Lunch Start	Lunch End	Time Out	PTO	Sick	Public Holiday?	Regular Hours	Overtime Hours	PTO
1											
2											
3											
4											
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25											
26											
27											
28											
29											
30											
31											
									Total Hours		
									Hourly Rate		
									Subtotal		
									Gross Pay		