

Monthly Timesheet Template

A compact monthly record for daily hours, overtime and notes.

Employee: _____ Period Starting: _____ Manager: _____

Date	Day	Start	End	Break	Regular	Overtime	Total	Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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26								
27								
28								
29								
30								
31								

Regular Hours		Overtime Hours		Total Hours		Estimated Pay	
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Employee Signature: _____

Manager Approval: _____

timesheetcalculators.com