Monthly Timesheet

Month:

Employee name:	Hourly rate:
Title:	Supervisor:

Day of the Month	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick Hours	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								
MONTHLY TOTALS								
TOTAL PAY								

Employee signature:	Date:
Supervisor signature:	Date: