Monthly timesheet

Write start and end times as 9:00 or 17:30. Hours worked = end minus start minus unpaid break. Overtime: check your contract or local law (US federal: over 40 hours in a workweek at 1.5x).

Employee name _____ **Employee ID** _____ **Manager** _____ **Period** _____

Date	Start	End	Unpaid break (min)	Hours worked	Leave hours	Leave type	Notes
1							
2							
3							
4							
5							
6							
7							
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27							
28							
29							
30							
31							

Week 1 hours	Week 2 hours	Week 3 hours	Week 4 hours	Week 5 hours	Month total	Leave total

Employee signature _____ **Date** _____ **Manager approval** _____ **Date** _____

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