|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTHLY TIMESHEET** | | | | | | **JANUARY** | | | | |
| EMPLOYEE NAME: | |  | | | HOURLY RATE: | | |  | | |
| TITLE: | |  | | | SUPERVISOR: | | |  | | |
|  | | | | | | | | | | |
| **DAY** | **START TIME** | **LUNCH START** | **LUNCH END** | **END TIME** | | | **VACCATION/**  **SICK LEAVE** | **REGULAR HOURS** | **OVERTIME HOURS** | **TOTAL HOURS** |
| 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 |  |  |  |  | | |  |  |  |  |
| WEEKLY TOTALS: | | | | | | | |  |  |  |
| TOTAL PAY: | | | | | | | |  | | |
|  | | | | | | | |  | | |
| EMPLOYEE SIGNATURE: | | | | | | | | DATE: | | |
| SUPERVISOR SIGNATURE: | | | | | | | | DATE: | | |