Monthly timesheet

Employee _____ **Month** _____

Hourly rate _____ **Overtime after (hours)** _____

Day	Date	Start	End	Break (min)	Hours
1					
2					
3					
4					
5					
6					
7					
Week 1 total					
8					
9					
10					
11					
12					
13					
14					
Week 2 total					
15					
16					
17					
18					
19					
20					
21					
Week 3 total					
22					
23					
24					
25					
26					
27					
28					
Week 4 total					
29					
30					
31					
Week 5 total					

Total hours _____

Overtime hours _____

Regular hours _____

Gross pay before tax _____

Employee signature	Supervisor signature	Date

Overtime is counted for each seven day block. Free from countmyworkhours.com.