# Monthly timesheet

| **EMPLOYEE:** |  | | | | |  | **START OF MONTH** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **SUPERVI.:** |  | | | | |  | **REGULAR HRS** | |  |
|  |  |  |  |  |  |  |  |  |  |
| **DATE** | **Start time** | **Finish time** | **Regular hrs** | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Other hrs** | **TOTAL HOURS** |
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| **TOTAL H** | --- | --- |  |  |  |  |  |  |  |
| **HOURLY RATE** | --- | --- |  |  |  |  |  |  |  |
| **TOTAL PAY** | --- | --- |  |  |  |  |  |  |  |
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| **EMPLOYEE SIGNATURE** | |  |  | **DATE** | |  |  |  | **TOTAL HOURS** |
|  |  |  |  |  |  |  |  |  |  |
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| **SUPERVISOR SIGNATURE** | |  |  | **DATE** | |  |  |  | **TOTAL PAY** |
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| **Automate your timesheets with My Hours - it's Free** | | | | | | |  |  |  |
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