Timesheet

unrubble

Company		Date		Employee Signature	
Employee		Date		Manager Signature	
Month		Year		Standard Pay Rate		Overtime Pay Rate	

Day of the Month	Start Time	Lunch Start	Lunch End	End Time	Paid Time Off	Sick Hours	Holiday Hours	Vacation Hours	Regular Hours	Overtime Hours	Total Hours
1st											
2nd											
3rd											
4th											
5th											
6th											
7th											
8th											
9th											
10th											
11th											
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22nd											
23rd											
24th											
25th											
26th											
27th											
28th											
29th											
30th											
31st											

Monthly Total		
Rate		
Pay		
Total Pay		