

MONTHLY TIMESHEET

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EMPLOYEE: _____ SIGNATURE: _____ DATE: _____

MANAGER: _____ SIGNATURE: _____ DATE: _____

COMPANY: _____ MONTH YEAR: _____ STANDARD PAY RATE: _____ OVERTIME PAY RATE: _____

DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)



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HOURS THIS MONTH					
RATE					
SUB-TOTAL					
TOTAL					