

Employee Name:

Month:

Manager Name:

Rate Per Hour:

Week Starting	Hours Worked	Total Pay
TOTAL		

Weekly Breakdown

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total Hours (1st
Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Total Hours (2nd
Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Total Hours (3rd Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Total Hours (4th Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Total Hours (5th
Week)

Employee Signature: _____

Manager Signature: _____

Time Doctor (Sample Monthly Timesheet)

Employee Name: John Doe

Month: October 2016

Manager Name: Jane Doe

Rate Per Hour: \$15.00

Week Starting	Hours Worked	Total Pay
10/3/2016	33:32	\$503.00
10/10/2016	34:30	\$517.50
10/17/2016	35:00	\$525.00
10/24/2016	40:00	\$600.00
10/31/2016	5:00	\$75.00
TOTAL	148:02	\$2,220.50

Weekly Breakdown

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
10/3/2016	Monday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/4/2016	Tuesday	8:30 AM	10:45 AM		1:00 PM	5:00 PM	6:15
10/5/2016	Wednesday	8:00 AM	11:00 AM		1:23 PM	5:00 PM	6:37

10/6/2016	Thursday	8:00 AM	11:00 AM		1:10 PM	5:00 PM	6:50
10/7/2016	Friday	8:10 AM	11:00 AM		1:00 PM	5:00 PM	6:50
10/8/2016	Saturday						0:00
10/9/2016	Sunday						0:00

Total Hours
(1st Week) **33:32**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
10/10/2016	Monday	8:00 AM	11:00 AM		1:00 PM	3:00 PM	5:00
10/11/2016	Tuesday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/12/2016	Wednesday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/13/2016	Thursday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/14/2016	Friday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/15/2016	Saturday	9:00 AM	10:30 AM				1:30
10/16/2016	Sunday						0:00

Total Hours
(2nd Week) **34:30**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
10/17/2016	Monday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/18/2016	Tuesday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/19/2016	Wednesday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00

10/20/2016	Thursday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/21/2016	Friday	8:00 AM	11:00 AM		1:00 PM	5:00 PM	7:00
10/22/2016	Saturday						0:00
10/23/2016	Sunday						0:00

Total Hours
(3rd Week) **35:00**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
10/24/2016	Monday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
10/25/2016	Tuesday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
10/26/2016	Wednesday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
10/27/2016	Thursday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
10/28/2016	Friday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
10/29/2016	Saturday						0:00
10/30/2016	Sunday						0:00

Total Hours
(4th Week) **40:00**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
10/31/2016	Monday	8:00 AM	11:00 AM		1:00 PM	3:00 PM	5:00
11/1/2016	Tuesday						0:00
11/2/2016	Wednesday						0:00

11/3/2016	Thursday					0:00
11/4/2016	Friday					0:00
11/5/2016	Saturday					0:00
11/6/2016	Sunday					0:00

Total Hours
(5th Week)

5:00

Employee Signature: _____

Manager Signature: _____

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