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| **Freelancer Name:** | |  | | |  | **Month:** |  |
| **Employer Name:** | |  | | |  | **Rate Per Hour:** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week Starting** | | **Hours Worked** | | **Total Pay** | |  |  |
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| **TOTAL** | |  | |  | |  |  |
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| **Weekly Breakdown** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (1st Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (2nd Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (3rd Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (4th Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (5th Week) |  |
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| **Freelancer Signature:** | |  | |  |  |  |  |
| **Employer Signature:** | |  |  |  |  |  |  |
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| **Time Doctor (Sample)** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Employee Name:** | | John Doe | | |  | **Month:** | September 2020 |
| **Manager Name:** | | Jane Doe | | |  | **Rate Per Hour:** | $15.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week Starting** | | **Hours Worked** | | **Total Pay** | |  |  |
| 8/31/2020 | | 33:32 | | $503.00 | |  |  |
| 9/7/2020 | | 34:30 | | $517.50 | |  |  |
| 9/14/2020 | | 35:00 | | $525.00 | |  |  |
| 9/21/2020 | | 40:00 | | $600.00 | |  |  |
| 9/28/2020 | | 5:00 | | $75.00 | |  |  |
| **TOTAL** | | **148:02** | | **$2,220.50** | |  |  |
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| **Weekly Breakdown** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 8/31/2020 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/1/2020 | Tuesday | 8:30 AM | 10:45 AM |  | 1:00 PM | 5:00 PM | 6:15 |
| 9/2/2020 | Wednesday | 8:00 AM | 11:00 AM |  | 1:23 PM | 5:00 PM | 6:37 |
| 9/3/2020 | Thursday | 8:00 AM | 11:00 AM |  | 1:10 PM | 5:00 PM | 6:50 |
| 9/4/2020 | Friday | 8:10 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 6:50 |
| 9/5/2020 | Saturday |  |  |  |  |  | 0:00 |
| 9/6/2020 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (1st Week) | **33:32** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/7/2020 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 3:00 PM | 5:00 |
| 9/8/2020 | Tuesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/9/2020 | Wednesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/10/2020 | Thursday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/11/2020 | Friday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/12/2020 | Saturday | 9:00 AM | 10:30 AM |  |  |  | 1:30 |
| 9/13/2020 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (2nd Week) | **34:30** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/14/2020 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/15/2020 | Tuesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/16/2020 | Wednesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/17/2020 | Thursday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/18/2020 | Friday | 8:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 9/19/2020 | Saturday |  |  |  |  |  | 0:00 |
| 9/20/2020 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (3rd Week) | **35:00** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/21/2020 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 9/22/2020 | Tuesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 9/23/2020 | Wednesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 9/24/2020 | Thursday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 9/25/2020 | Friday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 9/26/2020 | Saturday |  |  |  |  |  | 0:00 |
| 9/27/2020 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (4th Week) | **40:00** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/28/2020 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 3:00 PM | 5:00 |
| 9/29/2020 | Tuesday |  |  |  |  |  | 0:00 |
| 9/30/2020 | Wednesday |  |  |  |  |  | 0:00 |
| 10/1/2020 | Thursday |  |  |  |  |  | 0:00 |
| 10/2/2020 | Friday |  |  |  |  |  | 0:00 |
| 10/3/2020 | Saturday |  |  |  |  |  | 0:00 |
| 10/4/2020 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (5th Week) | **5:00** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Signature:** | |  | |  |  |  |  |
| **Manager Signature:** | |  |  |  |  |  |  |
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