TimeClick

Filled-in example

Monthly Timesheet

One row per day. Overtime is figured by workweek in the table at the bottom.

Employee name Chris Morgan | Month and year April 2027 | Workweek starts on Monday

Employee ID 3110 | Department Warehouse | Manager Dana Ruiz

Date	Day	Work-week	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Apr 1	Thu	1	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 2	Fri	1	8:00 AM	12:00 PM	12:30 PM	6:00 PM	0:30	9:30	9.50	
Apr 3	Sat	1								
Apr 4	Sun	1								
Apr 5	Mon	2	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 6	Tue	2	8:00 AM	12:00 PM	12:30 PM	6:00 PM	0:30	9:30	9.50	
Apr 7	Wed	2	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 8	Thu	2	8:00 AM	12:00 PM	12:30 PM	6:00 PM	0:30	9:30	9.50	
Apr 9	Fri	2	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 10	Sat	2								
Apr 11	Sun	2								
Apr 12	Mon	3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 13	Tue	3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 14	Wed	3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 15	Thu	3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 16	Fri	3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 17	Sat	3	8:00 AM			12:00 PM		4:00	4.00	
Apr 18	Sun	3								
Apr 19	Mon	4	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 20	Tue	4	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 21	Wed	4	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 22	Thu	4	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 23	Fri	4	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 24	Sat	4								
Apr 25	Sun	4								
Apr 26	Mon	5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 27	Tue	5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 28	Wed	5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 29	Thu	5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Apr 30	Fri	5	8:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	8:00	8.00	
Month total							**11:00**	**184:30**	**184.50**	

Hours by workweek (overtime is hours over 40 in each workweek)

Workweek	Dates	Hours this month	Hours worked earlier in the week (last month)	Regular hours	Overtime hours
1	Apr 1 to Apr 4	17.50	24.00	16.00	1.50
2	Apr 5 to Apr 11	43.00	0.00	40.00	3.00
3	Apr 12 to Apr 18	44.00	0.00	40.00	4.00
4	Apr 19 to Apr 25	40.00	0.00	40.00	0.00
5	Apr 26 to Apr 30	40.00	0.00	40.00	0.00
6					
Total		**184.50**		**176.00**	**8.50**

A week that starts last month: add the hours already worked that week before figuring overtime.

I confirm the hours on this timesheet are correct.

Employee signature _____ Manager signature _____ Date _____