TimeClick

Monthly Timesheet

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

Employee name _____ Month and year _____ Workweek starts on _____

Employee ID _____ Department _____ Manager _____

Date	Day	Work-week	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Month total										

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					
2					
3					
4					
5					
6					
Total					

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 _____