

MONTHLY PAYROLL TIMESHEET

Hourly Employee

Employee Name:

Pay Period Month:

Employee ID:

Year:

Department:

Hourly Rate:

Manager Name:

Overtime Rate:

DATE	DAY	TIME IN	TIME OUT	REGULAR HOURS	OVERTIME HOURS	SICK / LEAVE	TOTAL HOURS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

DATE	DAY	TIME IN	TIME OUT	REGULAR HOURS	OVERTIME HOURS	SICK / LEAVE	TOTAL HOURS
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total Hours							

Regular Pay	
Overtime Pay	
Other / Leave Pay	
Gross Pay	

Employee Signature

Date:

Supervisor Signature

Date:
