

# MONTHLY EMPLOYEE TIMESHEET & PAYROLL RECORD

Attendance and Hours Summary

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

Pay Period Month: \_\_\_\_\_

Year: \_\_\_\_\_

Date	Day	Clock In	Clock Out	Regular Hours	Overtime Hours	Sick Leave	Annual Leave	Other Leave	Notes / Remarks
Total Hours									

## Payroll Calculation Summary

Pay Type	Total Hours	Rate (\$)	Total (\$)
Regular Pay			
Overtime Pay			
Sick Leave Pay			
Annual Leave Pay			

## Final Pay Summary

Gross Earnings	
Total Deductions	
<b>Net Pay</b>	

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Approver Signature

Date: \_\_\_\_\_