Microsoft Excel - Monthly Time Sheet.xls

[COMPANY LOGO AND NAME]

MONTHLY TIME SHEET

Employee ID :

Name :

Title :

Dept. :

Start Date : 1/20/09

Number of working days per month : 31

Date	Day	Time				Hours			
		In	Out	In	Out	Normal	OT	Sick	Vac
1/20/09	Tuesday	8:00	12:00	13:00	17:00	8.00	0.00	8.00	8.00
1/21/09	Wednesday	8:00	12:15	12:45	20:00	8.00	3.50	8.00	8.00
1/22/09	Thursday					0.00	0.00	8.00	8.00
1/23/09	Friday					0.00	0.00	8.00	8.00
1/24/09	Saturday					0.00	0.00	8.00	8.00
1/25/09	Sunday					0.00	0.00	8.00	8.00
1/26/09	Monday					0.00	0.00	8.00	8.00
1/27/09	Tuesday					0.00	0.00	8.00	8.00
1/28/09	Wednesday					0.00	0.00	8.00	8.00
1/29/09	Thursday					0.00	0.00	8.00	8.00
1/30/09	Friday					0.00	0.00	8.00	8.00
1/31/09	Saturday					0.00	0.00	8.00	8.00
2/1/09	Sunday					0.00	0.00	8.00	8.00

TS With Break

Ready