

Monthly Employee Time Sheet

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[Company Name]

[Address 1]
[Address 2]
[City, State ZIP]
[Phone]

Employee Name: _____

Manager Name: _____

Period Starting: 3/1/2012 Ending: 3/31/2012

Day of Week	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs	Sick Hrs	Holiday Hrs	Vacation Hrs
Thu 3/1	8:00 AM	10:00 AM	11:00 AM	2:00 PM	1:00 PM	3:00 PM	7.00	7.00				
Fri 3/2	8:00 AM	4:00 PM					8.00	8.00				
Sat 3/3							0.00	0.00				
Sun 3/4							0.00	0.00				
Mon 3/5							0.00	0.00				
Tue 3/6							0.00	0.00				
Wed 3/7							0.00	0.00				
Thu 3/8							0.00	0.00				
Fri 3/9							0.00	0.00				
Sat 3/10							0.00	0.00				
Sun 3/11							0.00	0.00				
Mon 3/12							0.00	0.00				
Tue 3/13							0.00	0.00				
Wed 3/14							0.00	0.00				
Thu 3/15							0.00	0.00				
Fri 3/16							0.00	0.00				
Sat 3/17							0.00	0.00				
Sun 3/18							0.00	0.00				
Mon 3/19							0.00	0.00				
Tue 3/20							0.00	0.00				
Wed 3/21							0.00	0.00				
Thu 3/22							0.00	0.00				
Fri 3/23							0.00	0.00				
Sat 3/24							0.00	0.00				
Sun 3/25							0.00	0.00				
Mon 3/26							0.00	0.00				
Tue 3/27							0.00	0.00				
Wed 3/28							0.00	0.00				
Thu 3/29							0.00	0.00				
Fri 3/30							0.00	0.00				
Sat 3/31							0.00	0.00				

Total Hrs: 15.00

Rate/Hr: 15.00 22.50 15.00 15.00 15.00

Total Pay: 225.00 0.00 0.00 0.00 0.00

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Grand Total Pay: **225.00**