Monthly Timesheet

One month, one person. Write the date of each day you worked.

TimoDesk

Employee name _____ **Period** _____

Employee ID _____ **Hourly rate** _____

Department _____ **Approver** _____

Day	Date	Start	End	Break (min)	Hours (decimal)	Hours (h:mm)	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							
				Total hours			

Notes

Total hours	
Hourly rate	
Gross pay	

Employee signature _____ **Date** _____

Approved by _____ **Date** _____

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