**MONTHLY TIMESHEET**

**Brought to you by QuickBooks**

EMPLOYEE SIGNATURE: DATE:

MANAGER: SIGNATURE: DATE:

COMPANY:

MONTH/

YEAR

STANDARD

PAY RATE:

OVERTIME

PAY RATE:



|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **JOB/SHIFT** | **TIME IN** | **TIME OUT** | **TIME IN** | **TIME OUT** | **TOTAL** | **OVERTIME** | **SICK** | **HOLIDAY** | **VACATION** |
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| For perfect timing every day, sign up for your FREE 30-day trial now at https://quickbooks.intuit.com/sg/ | | | | | **HOURS THIS MONTH** | 0 | 0 | 0 | 0 | 0 |
| **RATE** |  |  |  |  |  |
| **SUB-TOTAL** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | | | | | | | | | **TOTAL** | $0.00 |