MONTHLY TIMESHEET

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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