Monthly timesheet: days 1 to 16

Write the start and finish time for each day you worked, take off unpaid breaks, and add up the hours. Hours worked = finish − start − unpaid break (in hours). Add the two pages for the month.

Employee _____ Approver _____ Month and year _____

Day of month	Start	Finish	Unpaid break (min)	Hours worked	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Hours on this page: _____

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Monthly timesheet: days 17 to 31

Employee _____ Approver _____ Month and year _____

Day of month	Start	Finish	Unpaid break (min)	Hours worked	Notes
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Hours on this page: _____

Employee signature and date _____ Approver signature and date _____

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