

MONTHLY TIMESHEET

1 period a month · 12 pay periods a year

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

SUPERVISOR

[illegible]

MONTH TOTAL

EMPLOYEE SIGNATURE

DATE _____

SUPERVISOR APPROVAL

Monthly periods span four to five workweeks. Overtime is still owed per workweek.

Minutes to decimal: 15 min = 0.25 30 min = 0.50 45 min = 0.75 Divide any minutes by 60.

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