

Employee Name:

Month: May 2021

Manager Name:

Rate Per Hour: \$0.00

Week Starting	Hours Worked	Total Pay
4/26/2021	0:00	\$0.00
5/3/2021	0:00	\$0.00
5/10/2021	0:00	\$0.00
5/17/2021	0:00	\$0.00
5/24/2021	0:00	\$0.00
TOTAL	0:00	\$0.00

Weekly Breakdown

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
4/26/2021	Monday					0:00
4/27/2021	Tuesday					0:00
4/28/2021	Wednesday					0:00
4/29/2021	Thursday					0:00

4/30/2021	Friday					0:00
5/1/2021	Saturday					0:00
5/2/2021	Sunday					0:00

Total Hours (1st Week) **0:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/3/2021	Monday					0:00
5/4/2021	Tuesday					0:00
5/5/2021	Wednesday					0:00
5/6/2021	Thursday					0:00
5/7/2021	Friday					0:00
5/8/2021	Saturday					0:00
5/9/2021	Sunday					0:00

Total Hours (2nd Week) **0:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/10/2021	Monday					0:00
5/11/2021	Tuesday					0:00
5/12/2021	Wednesday					0:00
5/13/2021	Thursday					0:00
5/14/2021	Friday					0:00
5/15/2021	Saturday					0:00
5/16/2021	Sunday					0:00

Total Hours (3rd Week) **0:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/17/2021	Monday					0:00
5/18/2021	Tuesday					0:00
5/19/2021	Wednesday					0:00
5/20/2021	Thursday					0:00
5/21/2021	Friday					0:00
5/22/2021	Saturday					0:00
5/23/2021	Sunday					0:00

Total Hours (4th Week) **0:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/24/2021	Monday					0:00
5/25/2021	Tuesday					0:00
5/26/2021	Wednesday					0:00
5/27/2021	Thursday					0:00
5/28/2021	Friday					0:00
5/29/2021	Saturday					0:00
5/30/2021	Sunday					0:00

Total Hours (5th Week) **0:00**

Employee Signature: _____

Manager Signature: _____

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Running Remote (Sample Monthly Timesheet)

Employee Name: David Smith

Month: May 2021

Manager Name: Robert Smith

Rate Per Hour: \$25.00

Week Starting	Hours Worked	Total Pay
4/26/2021	28:05	\$702.08
5/3/2021	26:30	\$662.50
5/10/2021	37:30	\$937.50
5/17/2021	39:40	\$991.67
5/24/2021	5:00	\$125.00
TOTAL	136:45	\$3,418.75

Weekly Breakdown

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
4/26/2021	Monday	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00
4/27/2021	Tuesday	9:00 AM	11:45 AM	1:00 PM	5:00 PM	6:45
4/28/2021	Wednesday	9:00 AM	11:30 AM			2:30
4/29/2021	Thursday	9:00 AM	11:00 AM	1:10 PM	5:00 PM	5:50

4/30/2021	Friday	9:00 AM	11:00 AM	1:00 PM	5:00 PM	6:00
5/1/2021	Saturday					0:00
5/2/2021	Sunday					0:00

Total Hours (1st Week) **28:05**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/3/2021	Monday	8:30 AM	11:00 AM	1:00 PM	4:00 PM	5:30
5/4/2021	Tuesday	8:30 AM	11:00 AM	1:00 PM	4:00 PM	5:30
5/5/2021	Wednesday			1:00 PM	4:00 PM	3:00
5/6/2021	Thursday	8:30 AM	11:00 AM	1:00 PM	4:00 PM	5:30
5/7/2021	Friday	8:30 AM	11:00 AM	1:00 PM	4:00 PM	5:30
5/8/2021	Saturday	9:00 AM	10:30 AM			1:30
5/9/2021	Sunday					0:00

Total Hours (2nd Week) **26:30**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/10/2021	Monday	7:00 AM	10:00 AM	12:00 PM	5:00 PM	8:00
5/11/2021	Tuesday	7:00 AM	10:00 AM	12:00 PM	5:00 PM	8:00
5/12/2021	Wednesday	7:00 AM	10:00 AM	12:00 PM	3:00 PM	6:00
5/13/2021	Thursday	7:00 AM	10:00 AM	12:00 PM	4:30 PM	7:30
5/14/2021	Friday	7:00 AM	10:00 AM	12:00 PM	5:00 PM	8:00
5/15/2021	Saturday					0:00
5/16/2021	Sunday					0:00

Total Hours (3rd Week) **37:30**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
5/17/2021	Monday	9:00 AM	12:00 PM		1:00 PM	6:00 PM	8:00
5/18/2021	Tuesday	8:30 AM	11:30 AM		1:00 PM	6:00 PM	8:00
5/19/2021	Wednesday	8:00 AM	11:00 AM		1:00 PM	6:00 PM	8:00
5/20/2021	Thursday	8:40 AM	11:00 AM		1:00 PM	6:00 PM	7:20
5/21/2021	Friday	8:00 AM	11:20 AM		1:00 PM	6:00 PM	8:20
5/22/2021	Saturday						0:00
5/23/2021	Sunday						0:00

Total Hours (4th Week) **39:40**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
5/24/2021	Monday	8:00 AM	11:00 AM		1:00 PM	3:00 PM	5:00
5/25/2021	Tuesday						0:00
5/26/2021	Wednesday						0:00
5/27/2021	Thursday						0:00
5/28/2021	Friday						0:00
5/29/2021	Saturday						0:00
5/30/2021	Sunday						0:00

Total Hours (5th Week) **5:00**

Employee Signature: _____

Manager Signature: _____

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