**MONTHLY TIMESHEET TEMPLATE**

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| Employee  |   | Start Date of First Week: |  |
| *Enter Start Time, Finish Time, and Number of Hours per pay category per day.* |
| **DATE** | **START TIME** | **FINISH TIME** | **REGULAR HRS** | **OVERTIME HRS** | **SICK** | **VACATION** | **HOLIDAY** | **OTHER** | **TOTAL HOURS** |
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| **TOTAL HOURS** |  |  |  |  |  |  |  |
|  *enter amount --->* **RATE PER HOUR -** |   |   |   |   |   |   |   |
| **TOTAL PAY** |  |  |  |  |  |  |  |

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