**[](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Monthly+Timesheet+doc+11550&lpa=Monthly+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)MONTHLY TIMESHEET TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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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| --- |
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