Monthly Timesheet

Employee / record name: _____

Month: _____ Year: _____

Use HH:MM clock times and whole unpaid break minutes. Paid hours and totals are completed manually.
Day numbers refer to the month above. Cross out days that do not exist in that month; add both page subtotals.

Date / day	Clock in	Clock out	Unpaid break (min)	Paid hours (h:mm)	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Page subtotal (h:mm): _____

Review / signature: _____ Date: _____

Hours only: no overtime or pay assumptions. Deduct unpaid breaks only. Clock times do not adjust for DST or time zones.
Check your employer's record requirements. This blank worksheet does not guarantee legal recordkeeping compliance.

Monthly Timesheet

Employee / record name: _____

Month: _____ Year: _____

Use HH:MM clock times and whole unpaid break minutes. Paid hours and totals are completed manually.
Day numbers refer to the month above. Cross out days that do not exist in that month; add both page subtotals.

Date / day	Clock in	Clock out	Unpaid break (min)	Paid hours (h:mm)	Notes
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Page subtotal (h:mm): _____ Period total, both pages (h:mm): _____

Review / signature: _____ Date: _____

Hours only: no overtime or pay assumptions. Deduct unpaid breaks only. Clock times do not adjust for DST or time zones.
Check your employer's record requirements. This blank worksheet does not guarantee legal recordkeeping compliance.