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| **Employee Name:** | |  | |  | | | **Month:** | |  | |
| **Manager Name:** | |  | |  | | | **Rate Per Hour:** | |  | |
|  |  |  |  | |  |  | |  | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Week Starting** | | **Hours Worked** | | | **Total Pay** | |  | |  | |
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| **TOTAL** | |  | | |  | |  | |  | |
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| **Weekly Breakdown** | |  |  | |  |  | |  | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (1st Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (2nd Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (3rd Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (4th Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (5th Week) | |  | |
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|  |  |  |  | |  |  | |  | |  | |
| **Employee Signature:** | |  | | |  |  | |  | |  | |
| **Manager Signature:** | |  |  | |  |  | |  | |  | |
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| **Time Doctor (Sample Monthly Timesheet)** | | | | | | | | |
|  |  |  |  | |  |  |  |  |
| **Employee Name:** | | John Doe | | | |  | **Month:** | October 2016 |
| **Manager Name:** | | Jane Doe | | | |  | **Rate Per Hour:** | $15.00 |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | |  |  |  |  |
| **Week Starting** | | **Hours Worked** | | | **Total Pay** | |  |  |
| 10/3/2016 | | 33:32 | | | $503.00 | |  |  |
| 10/10/2016 | | 34:30 | | | $517.50 | |  |  |
| 10/17/2016 | | 35:00 | | | $525.00 | |  |  |
| 10/24/2016 | | 40:00 | | | $600.00 | |  |  |
| 10/31/2016 | | 5:00 | | | $75.00 | |  |  |
| **TOTAL** | | **148:02** | | | **$2,220.50** | |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
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| **Weekly Breakdown** | |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
| **Date** | **Day** | **Time In** | | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 10/3/2016 | Monday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/4/2016 | Tuesday | 8:30 AM | | 10:45 AM |  | 1:00 PM | 5:00 PM | 6:15 |
| 10/5/2016 | Wednesday | 8:00 AM | | 11:00 AM |  | 1:23 PM | 5:00 PM | 6:37 |
| 10/6/2016 | Thursday | 8:00 AM | | 11:00 AM |  | 1:10 PM | 5:00 PM | 6:50 |
| 10/7/2016 | Friday | 8:10 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 6:50 |
| 10/8/2016 | Saturday |  | |  |  |  |  | 0:00 |
| 10/9/2016 | Sunday |  | |  |  |  |  | 0:00 |
|  |  |  | |  |  |  | Total Hours (1st Week) | **33:32** |
|  |  |  | |  |  |  |  |  |
| **Date** | **Day** | **Time In** | | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 10/10/2016 | Monday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 3:00 PM | 5:00 |
| 10/11/2016 | Tuesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/12/2016 | Wednesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/13/2016 | Thursday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/14/2016 | Friday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/15/2016 | Saturday | 9:00 AM | | 10:30 AM |  |  |  | 1:30 |
| 10/16/2016 | Sunday |  | |  |  |  |  | 0:00 |
|  |  |  | |  |  |  | Total Hours (2nd Week) | **34:30** |
|  |  |  | |  |  |  |  |  |
| **Date** | **Day** | **Time In** | | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 10/17/2016 | Monday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/18/2016 | Tuesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/19/2016 | Wednesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/20/2016 | Thursday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/21/2016 | Friday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 5:00 PM | 7:00 |
| 10/22/2016 | Saturday |  | |  |  |  |  | 0:00 |
| 10/23/2016 | Sunday |  | |  |  |  |  | 0:00 |
|  |  |  | |  |  |  | Total Hours (3rd Week) | **35:00** |
|  |  |  | |  |  |  |  |  |
| **Date** | **Day** | **Time In** | | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 10/24/2016 | Monday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 10/25/2016 | Tuesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 10/26/2016 | Wednesday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 10/27/2016 | Thursday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 10/28/2016 | Friday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 10/29/2016 | Saturday |  | |  |  |  |  | 0:00 |
| 10/30/2016 | Sunday |  | |  |  |  |  | 0:00 |
|  |  |  | |  |  |  | Total Hours (4th Week) | **40:00** |
|  |  |  | |  |  |  |  |  |
| **Date** | **Day** | **Time In** | | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 10/31/2016 | Monday | 8:00 AM | | 11:00 AM |  | 1:00 PM | 3:00 PM | 5:00 |
| 11/1/2016 | Tuesday |  | |  |  |  |  | 0:00 |
| 11/2/2016 | Wednesday |  | |  |  |  |  | 0:00 |
| 11/3/2016 | Thursday |  | |  |  |  |  | 0:00 |
| 11/4/2016 | Friday |  | |  |  |  |  | 0:00 |
| 11/5/2016 | Saturday |  | |  |  |  |  | 0:00 |
| 11/6/2016 | Sunday |  | |  |  |  |  | 0:00 |
|  |  |  | |  |  |  | Total Hours (5th Week) | **5:00** |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
| **Employee Signature:** | |  | | |  |  |  |  |
| **Manager Signature:** | |  |  | |  |  |  |  |
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