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| **Employee Name:** |   |   | **Month:** |  |
| **Manager Name:** |   |   | **Rate Per Hour:** |   |
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| **Week Starting** | **Hours Worked** | **Total Pay** |   |   |
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| **TOTAL** |  |  |   |   |
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| **Weekly Breakdown** |   |   |   |   |   |   |
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| **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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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
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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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