

Freelancer Name:

Month:

Employer Name:

Rate Per Hour:

| Week Starting | Hours Worked | Total Pay |
|---------------|--------------|-----------|
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| | | |
| | | |
| TOTAL | | |

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)

Freelancer Signature: _____

Employer Signature: _____

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Time Doctor (Sample)

Employee Name: John Doe

Month: September 2020

Manager Name: Jane Doe

Rate Per Hour: \$15.00

| Week Starting | Hours Worked | Total Pay |
|---------------|---------------|-------------------|
| 8/31/2020 | 33:32 | \$503.00 |
| 9/7/2020 | 34:30 | \$517.50 |
| 9/14/2020 | 35:00 | \$525.00 |
| 9/21/2020 | 40:00 | \$600.00 |
| 9/28/2020 | 5:00 | \$75.00 |
| TOTAL | 148:02 | \$2,220.50 |

Weekly Breakdown

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|--|---------|----------|-------------|
| 8/31/2020 | Monday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/1/2020 | Tuesday | 8:30 AM | 10:45 AM | | 1:00 PM | 5:00 PM | 6:15 |
| 9/2/2020 | Wednesday | 8:00 AM | 11:00 AM | | 1:23 PM | 5:00 PM | 6:37 |

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|----------|----------|---------|----------|--|---------|---------|------|
| 9/3/2020 | Thursday | 8:00 AM | 11:00 AM | | 1:10 PM | 5:00 PM | 6:50 |
| 9/4/2020 | Friday | 8:10 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 6:50 |
| 9/5/2020 | Saturday | | | | | | 0:00 |
| 9/6/2020 | Sunday | | | | | | 0:00 |

Total Hours (1st Week) **33:32**

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|--|---------|----------|-------------|
| 9/7/2020 | Monday | 8:00 AM | 11:00 AM | | 1:00 PM | 3:00 PM | 5:00 |
| 9/8/2020 | Tuesday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/9/2020 | Wednesday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/10/2020 | Thursday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/11/2020 | Friday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/12/2020 | Saturday | 9:00 AM | 10:30 AM | | | | 1:30 |
| 9/13/2020 | Sunday | | | | | | 0:00 |

Total Hours (2nd Week) **34:30**

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|--|---------|----------|-------------|
| 9/14/2020 | Monday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/15/2020 | Tuesday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/16/2020 | Wednesday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |

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|-----------|----------|---------|----------|--|---------|---------|------|
| 9/17/2020 | Thursday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/18/2020 | Friday | 8:00 AM | 11:00 AM | | 1:00 PM | 5:00 PM | 7:00 |
| 9/19/2020 | Saturday | | | | | | 0:00 |
| 9/20/2020 | Sunday | | | | | | 0:00 |

Total Hours (3rd Week) **35:00**

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|--|---------|----------|-------------|
| 9/21/2020 | Monday | 8:00 AM | 11:00 AM | | 1:00 PM | 6:00 PM | 8:00 |
| 9/22/2020 | Tuesday | 8:00 AM | 11:00 AM | | 1:00 PM | 6:00 PM | 8:00 |
| 9/23/2020 | Wednesday | 8:00 AM | 11:00 AM | | 1:00 PM | 6:00 PM | 8:00 |
| 9/24/2020 | Thursday | 8:00 AM | 11:00 AM | | 1:00 PM | 6:00 PM | 8:00 |
| 9/25/2020 | Friday | 8:00 AM | 11:00 AM | | 1:00 PM | 6:00 PM | 8:00 |
| 9/26/2020 | Saturday | | | | | | 0:00 |
| 9/27/2020 | Sunday | | | | | | 0:00 |

Total Hours (4th Week) **40:00**

| Date | Day | Time In | Time Out | | Time In | Time Out | Total Hours |
|-----------|-----------|---------|----------|--|---------|----------|-------------|
| 9/28/2020 | Monday | 8:00 AM | 11:00 AM | | 1:00 PM | 3:00 PM | 5:00 |
| 9/29/2020 | Tuesday | | | | | | 0:00 |
| 9/30/2020 | Wednesday | | | | | | 0:00 |

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|-----------|----------|--|--|--|--|------|
| 10/1/2020 | Thursday | | | | | 0:00 |
| 10/2/2020 | Friday | | | | | 0:00 |
| 10/3/2020 | Saturday | | | | | 0:00 |
| 10/4/2020 | Sunday | | | | | 0:00 |

Total Hours (5th
Week)

5:00

Employee Signature: _____

Manager Signature: _____

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