Monthly Timesheet Report

The **monthly timesheet report** provides a detailed hourly breakdown of employee work hours, enabling efficient tracking and management of time. This report helps organizations analyze productivity trends and ensure accurate payroll processing. It is an essential tool for optimizing workforce performance and resource allocation.

Employee: Jane Doe

Month: June 2024

Date	Project	Check-In	Check-Out	Break (hrs)	Total Hours	Notes
2024-06-03	Project Alpha	09:00	17:00	1.0	7.0	-
2024-06-04	Project Beta	08:30	17:15	1.0	7.75	Team meeting
2024-06-05	Project Alpha	09:05	16:55	0.75	7.13	-

Total Hours Worked This Month: 21.88
Average Daily Hours: 7.29
Days Present: 3

Approved by: _____ Date: _____