

# Monthly Employee Timesheet Form Sample

This **monthly employee timesheet form** sample is designed to efficiently track working hours, including regular and overtime periods. It simplifies payroll processing by accurately calculating total hours worked each month. Employers can ensure precise time management and compensation with this practical timesheet template.

Employee Name:  Employee ID:

Department:  Month:  Year:

Date	Day	Time In	Time Out	Break (hours)	Regular Hours	Overtime Hours	Total Hours	Supervisor Initials
2024-06-03	Mon	09:00	18:00	1.0	8.0	0.0	8.0	
2024-06-04	Tue	09:00	19:15	1.0	8.0	1.25	9.25	
2024-06-05	Wed	08:30	18:00	1.0	8.0	0.5	8.5	
2024-06-06	Thu	09:00	17:00	1.0	7.0	0.0	7.0	
2024-06-07	Fri	09:00	18:30	1.0	8.0	1.5	9.5	
Weekly Total					39.0	3.25	42.25	
Monthly Total					—	—	—	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:  
- Regular hours are defined as up to 8 hours per day.  
- Hours worked beyond 8 per day are considered overtime.  
- Please ensure all entries are accurate before submitting the timesheet for payroll processing.