

# Monthly Timesheet Report for Multiple Departments

The **monthly timesheet report** consolidates work hours and attendance data across multiple departments, providing a clear overview of employee productivity and resource allocation. This report aids in accurate payroll processing and department performance analysis. It is essential for effective workforce management and operational planning.

Department	Employee Name	Total Days Worked	Hours Worked	Leave Days	Overtime Hours
Finance	Jane Doe	22	176	2	8
Finance	John Smith	20	160	4	0
Marketing	Susan Miller	21	168	3	4
Marketing	Robert Lee	22	176	2	7
IT	Linda Chan	23	184	1	12
IT	David Kim	22	176	2	10

## Report Prepared By:

*HR Department*

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