

## Monthly Timesheet Verification Form

The **monthly timesheet verification form sample** streamlines accurate recording of employee work hours, ensuring compliance with company policies. This form facilitates easy cross-checking of attendance and overtime, enabling efficient payroll processing. Utilizing a standardized template enhances transparency and accountability within workforce management.

Employee Name:

Employee ID:

Department:

Month/Year:  MM/YYYY

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	Overtime (hrs)	Remarks
01/MM/YYYY	Mon	<input type="text"/>					
02/MM/YYYY	Tue	<input type="text"/>					
<b>TOTAL HOURS:</b>						<input type="text"/>	<input type="text"/>

Employee Comments:

<b>Employee Signature:</b> <hr/> Date: _____ / _____ / _____	<b>Supervisor/Manager Signature:</b> <hr/> Date: _____ / _____ / _____
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