

Printable Monthly Employee Timesheet

This **printable monthly employee timesheet** form sample is designed to track daily work hours efficiently, including designated lunch break periods. It helps streamline payroll processing by providing clear records of attendance and break times. Perfect for accurate workforce management and easy printing.

Employee Name:				Month/Year:		
Date	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Employee Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

31						
Monthly Total Hours:						

Instructions:

- Fill in the date, time in, lunch out, lunch in, and time out daily.
- Calculate total hours worked each day (subtract lunch break).
- Employee initials required daily to confirm accuracy.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____