

Monthly Timesheet Report

The **monthly timesheet report** provides a detailed summary of hours worked, including regular and overtime calculations. It ensures accurate payroll processing by highlighting any extra hours beyond the standard work schedule. This report is essential for efficient workforce management and compliance tracking.

Date	Day	Regular Hours	Overtime Hours	Total Hours	Remarks
2024-06-03	Monday	8	1	9	Project Deadline
2024-06-04	Tuesday	8	0	8	
2024-06-05	Wednesday	8	2	10	System Maintenance
2024-06-06	Thursday	8	0	8	
2024-06-07	Friday	8	0	8	
Total		40	3	43	

Overtime Calculation

Standard Weekly Hours: 40

Total Hours Worked: 43

Overtime Hours: 3

Note: Overtime hours are calculated as any hours worked beyond the regular 8 hours per day or 40 hours per week.