# Monthly Timesheet Report for Remote Employees

The **monthly timesheet report** for remote employees provides a detailed overview of hours worked, ensuring accurate payroll and productivity tracking. It helps managers monitor attendance and project progress efficiently. This report promotes transparency and accountability in a remote work environment.

## Employee Hours Summary: June 2024

| Employee Name | Department | Project | Total Hours Worked | Billable Hours | Days Absent |
|---|---|---|---|---|---|
| Jane Doe | Marketing | Product Launch | 160 | 145 | 0 |
| Mark Smith | Development | Mobile App | 152 | 152 | 1 (Sick Leave) |
| Linda Lee | Customer Support | Support Queue | 168 | 158 | 0 |

## Summary & Notes

- All employees submitted their timesheets punctually.
- No unplanned absences recorded for June 2024.
- Overall hours logged align with departmental expectations.
- Managers should review overtime and ensure equitable workload distribution.