

Monthly Timesheet Report Template in Excel

The **monthly timesheet report template** in Excel provides a streamlined way to track and manage employee work hours efficiently. Designed for easy customization, it helps businesses maintain accurate records for payroll and project management. With clear formatting and built-in formulas, it simplifies the monthly reporting process.

Sample Timesheet Template Preview

Date	Day	Employee Name	Project	Time In	Time Out	Break (Hours)	Total Hours	Remarks
2024-06-01	Monday	Jane Doe	Marketing	09:00	17:00	1	=((F2-E2)*24)-G2	
2024-06-01	Monday	John Smith	Development	08:30	16:30	0.5	=((F3-E3)*24)-G3	

How to use:

- Enter employee details, project name, and in/out times for each day.
- Break durations and formulas automatically calculate total hours worked.
- Customize columns or formatting to suit your organization's requirements.
- Sum monthly hours at the bottom for total attendance reporting.

Tip: Download the template in Excel format and use Excel's built-in features to automate calculations further!