

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!