



Monthly timesheet template

Who is this template for?

Our monthly timesheet template is **designed for individual employees to track the type and amount of hours they've worked over a month**. It does not help you track which project tasks you worked on or how long they took you, but gives an overview of how much you worked.

👉 Look at our [timesheet template hub](#) for different kinds of templates with more features.

Instructions for your weekly timesheet template

1. Familiarize yourself with the "**Monthly timesheet template (sample)**" to understand how the template works.
2. Scroll down to the "**Monthly timesheet template (blank)**" and enter your name, role, and team in the top table.
3. In the main table fill in the "**Date**" column with the dates of the week next to the appropriate day.
4. Follow each row and input what time you started work, finished work, and the amount of time spent on breaks.
5. Use the overtime, sick, and vacation columns to input any hours spent in these areas.
6. Fill in the column on the right-hand side by adding up your hours, minus your time spent on breaks.
7. Add all your total hours together to work out your total monthly hours.
8. You can now add your pay rate and multiply your total hours by your pay rate to get your total mo pay.
9. Once you have completed your month, sign and add the date you completed it, along with any relevant notes.
10. Send your timesheet to your manager in line with your company approvals process.

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Monthly timesheet (sample)

Week beginning: 06-03-2024

Employee name: Jane Doe
Role: Content creator
Team: Marketing
Notes:
Signature: *Jane Doe*
Date: 06/28/24

Manager name: Percy Stilwell
Role: CMO
Team: Marketing
Notes:
Signature: *Percy Stilwell*
Date: 06/28/24

Notes: Keep an eye on Jane's overtime.

Date	Day	Start	Finish	Lunch (Hours)	Total standard hours	Overtime (Hours)	Sick time (Hours)	Vacation (Hours)	Total hours
6/3/2024	Mon	9:00 AM	6:00 PM	1	8.00				8.00
6/4/2024	Tue	9:00 AM	6:00 PM	1	8.00				8.00
6/5/2024	Weds	9:00 AM	6:00 PM	1	8.00				8.00
6/6/2024	Thurs	9:00 AM	6:00 PM	1	8.00	1.00			9.00
6/7/2024	Fri	8:00 AM	5:00 PM	1	8.00				8.00
6/8/2024	Sat				0.00				0.00
6/9/2024	Sun				0.00				0.00
6/10/2024	Mon	9:00 AM	6:00 PM	1	8.00	1.00			9.00
6/11/2024	Tue	9:00 AM	6:00 PM	1	8.00		4		4.00
6/12/2024	Weds	9:00 AM	6:00 PM	1	8.00		8		0.00
6/13/2024	Thurs	9:00 AM	6:00 PM	1	8.00				8.00
6/14/2024	Fri	8:00 AM	5:00 PM	1	8.00				8.00
6/15/2024	Sat				0.00				0.00
6/16/2024	Sun				0.00				0.00
6/17/2024	Mon	9:00 AM	6:00 PM	1	8.00			8	0.00
6/18/2024	Tue	9:00 AM	6:00 PM	1	8.00			8	0.00
6/19/2024	Weds	9:00 AM	6:00 PM	1	8.00	2.00			10.00
6/20/2024	Thurs	9:00 AM	6:00 PM	1	8.00	3.00			11.00
6/21/2024	Fri	8:00 AM	5:00 PM	1	8.00				8.00
6/22/2024	Sat				0.00				0.00
6/23/2024	Sun				0.00				0.00
6/24/2024	Mon	9:00 AM	6:00 PM	1	8.00				8.00
6/25/2024	Tue	9:00 AM	6:00 PM	1	8.00	1.00			8.00
6/26/2024	Weds	9:00 AM	6:00 PM	1	8.00	2.00			10.00
6/27/2024	Thurs	9:00 AM	6:00 PM	1	8.00				8.00
6/28/2024	Fri	8:00 AM	5:00 PM	1	8.00				8.00
6/29/2024	Sat				0.00				0.00
6/30/2024	Sun				0.00				0.00
Total Hours				5	160.00	10.00	12.00	16.00	141.00
Rate				\$0.00	\$50.00	\$50.00	-	-	
Total Pay:				\$0.00	\$8,000.00	\$500.00	-	-	\$ 8,500.00

