

Instructions for use:

- 1. Select "file"
- 2. Select "Make a copy"
- 3. Customize



Name:	Month:
Manager:	Hourly Rate:

Date	Start Time	End Time	Regular Hours	OT Hours	Total Hours	Amount Earned	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Totals							-

Employee's signature:
Manager's signature: