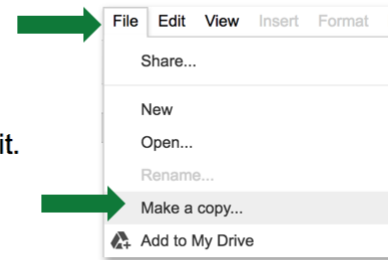


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



Try Smartsheet for FREE

MONTHLY TIMESHEET TEMPLATE

Template begins on page 2.



MONTHLY TIMESHEET TEMPLATE – GOOGLE DOC

Employee _____

Start Date of First Week: _____

Enter Start Time, Finish Time, and Number of Hours per pay category per day.

DATE	START TIME	FINISH TIME	REGULAR HRS	OVERTIME HRS	SICK	VACATION	HOLIDAY	OTHER	TOTAL HOURS
TOTAL HOURS									
enter amount ---> RATE PER HOUR									
TOTAL PAY									

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.