

Employee Monthly Timesheet Template with Clients and Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month: |   |  |  |  |  |  |
| Employee name: |   |   |  |  |  |
| Manager name: |   |   |  |  |  |
| Hourly Rate ($) |   |   |   |   |  |  |  |
|  |  |  |  |  |  |  |  |
| Date | Start time | End time | Client/Project | Regular hours | Overtime hours | Total hours | Amount earned |
| 1st |   |   |   |   |   |  |  |
| 2nd |   |   |   |   |   |  |  |
| 3rd |   |   |   |   |   |  |  |
| 4th |   |   |   |   |   |  |  |
| 5th |   |   |   |   |   |  |  |
| 6th |   |   |   |   |   |  |  |
| 7th |   |   |   |   |   |  |  |
| 8th |   |   |   |   |   |  |  |
| 9th |   |   |   |   |   |  |  |
| 10th |   |   |   |   |   |  |  |
| 11th |   |   |   |   |   |  |  |
| 12th |   |   |   |   |   |  |  |
| 13th |   |   |   |   |   |  |  |
| 14th |   |   |   |   |   |  |  |
| 15th |   |   |   |   |   |  |  |
| 16th |   |   |   |   |   |  |  |
| 17th |   |   |   |   |   |  |  |
| 18th |   |   |   |   |   |  |  |
| 19th |   |   |   |   |   |  |  |
| 20th |   |   |   |   |   |  |  |
| 21st |   |   |   |   |   |  |  |
| 22nd |   |   |   |   |   |  |  |
| 23rd |   |   |   |   |   |  |  |
| 24th |   |   |   |   |   |  |  |
| 25th |   |   |   |   |   |  |  |
| 26th |   |   |   |   |   |  |  |
| 27th |   |   |   |   |   |  |  |
| 28th |   |   |   |   |   |  |  |
| 29th |   |   |   |   |   |  |  |
| 30th |   |   |   |   |   |  |  |
| 31st |   |   |   |   |   |  |  |
| **Total for the month** |   |   |   |  |  |
|  |  |  |  |  |  |  |  |
| Employee signature: |  |  | Manager signature: |
|  |  |
|  |  |  |  |  |  |  |  |