

### Monthly/Work Record Timesheet

<b>Employee Name:</b>					<b>Employee Number:</b>		
<b>Position:</b>					<b>Rate per hour:</b>	First 8 hours per day = 8+ hours per day =	
<b>Month:</b>							
DAYS	START/ FINISH	TOTAL	REGULAR	OVERTIME	ACTIVITIES		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>Total hours worked:</b>					<b>Normal Time:</b>	<b>Overtime:</b>	
<b>Employee Signature:</b>					<b>Supervisor Signature:</b>		
<b>Name in Print:</b>					<b>Name in Print:</b>		
<b>Date:</b>					<b>Date:</b>		