

Monthly Timesheet

Employee	Employer
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Period start	Period end	Hourly rate
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[illegible]

	Total hours	Regular hours	Overtime hours	Regular pay	Overtime pay	Gross pay
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Total						

Hours = time out – time in – unpaid lunch. Overtime (federal FLSA) = hours over 40 in each 7-day workweek, paid at 1.5× the regular rate. Some states also have daily overtime (e.g. California, Alaska, Colorado).

Employee signature _____ Date _____ Supervisor signature _____ Date _____