

Monthly timesheet

One sheet per person per month. Worked hours are the shift span minus the unpaid break.

EMPLOYEE NAME

MONTH

APPROVED BY

Date	Shift Start	Shift End	Break (mins)	Worked Hours	Notes
Mon 01	08:00	16:30	30	8.0	
Tue 02	08:00	16:00	30	7.5	
Wed 03	12:00	20:30	30	8.0	Covered a late for Priya
Thu 04	08:00	18:00	45	9.25	1.25 hrs overtime, approved
Fri 05					Annual leave
Total hours				32.75	
Of which overtime				1.25	
Signed (employee)			Signed (manager)		

Notes

- Worked hours = (finish - start) - unpaid break. 08:00 to 16:30 with a 30 minute break is 8.0.
- Record the break that was actually taken, not the one the rota said.
- Fill it in on the day. A week reconstructed on Friday afternoon is a week of rounded guesses.
- An overnight shift is fine: 22:00 to 06:00 is 8 hours.
- Both signatures at the bottom are what makes this a record rather than a note.