ClockDecimal

Monthly Time Sheet

Employee _____

Company _____ Month _____

Day	Date	Time in	Time out	Unpaid break (minutes)	Hours (decimal)
	1	AM / PM	AM / PM		
	2	AM / PM	AM / PM		
	3	AM / PM	AM / PM		
	4	AM / PM	AM / PM		
	5	AM / PM	AM / PM		
	6	AM / PM	AM / PM		
	7	AM / PM	AM / PM		
	8	AM / PM	AM / PM		
	9	AM / PM	AM / PM		
	10	AM / PM	AM / PM		
	11	AM / PM	AM / PM		
	12	AM / PM	AM / PM		
	13	AM / PM	AM / PM		
	14	AM / PM	AM / PM		
	15	AM / PM	AM / PM		
	16	AM / PM	AM / PM		
	17	AM / PM	AM / PM		
	18	AM / PM	AM / PM		
	19	AM / PM	AM / PM		
	20	AM / PM	AM / PM		
	21	AM / PM	AM / PM		
	22	AM / PM	AM / PM		
	23	AM / PM	AM / PM		
	24	AM / PM	AM / PM		
	25	AM / PM	AM / PM		
	26	AM / PM	AM / PM		
	27	AM / PM	AM / PM		
	28	AM / PM	AM / PM		
	29	AM / PM	AM / PM		
	30	AM / PM	AM / PM		
	31	AM / PM	AM / PM		
				Total hours for the month	

Total hours	Hourly rate	Gross pay

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Hours = time out − time in − unpaid break. Decimal hours = minutes ÷ 60 (45 min = 0.75). Overtime is counted week by week: add each workweek separately. clockdecimal.com