# Monthly Timesheet with Approval Status

Company Name: _____

Employee Name: _____          Employee ID: _____

Start Date: _____             End Date: _____

| Date | Day | Time In | Time Out | Lunch | Time In | Time Out | Total Hours | Status |
|------|-----|---------|----------|-------|---------|----------|-------------|--------|
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       | *Weekly Total:* |  |         |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       | *Weekly Total:* |  |         |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       | *Weekly Total:* |  |         |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       |         |          |             |        |
|      |     |         |          |       | *Weekly Total:* |  |         |        |

Approved by:

Total Billable Hours: