**Monthly Time Sheet**

**Employee Name (Printed)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Month of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day/Date** | **Time In** | **Time Out** | **Time In** | **Time Out** | **Time In** | **Time Out** | **Regular Hrs** | **Overtime Hrs** | **PTO Hrs** | **Holiday Hrs** |
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|  |  |  |  |  | **TOTALS:** |  |  |  |  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS: All non-exempt (hourly) employees must fully complete a Monthly Time Sheet by filling in the required information at the top and recording daily total work hour information. Record each daily total to the nearest 0.25 hour. Any overtime hours must be approved in advance by your supervisor. Each supervisor shall initial the approved overtime hours once entered above. By signing this Monthly Time Sheet, you, as the employee, acknowledge and agree that you worked these hours. Falsified time sheet(s) may lead to immediate termination of employment.**