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| **Employee Name:** | |  | |  | | | **Month:** | |  | |
| **Manager Name:** | |  | |  | | | **Rate Per Hour:** | |  | |
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| **Week Starting** | | **Hours Worked** | | | **Total Pay** | |  | |  | |
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| **TOTAL** | |  | | |  | |  | |  | |
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| **Weekly Breakdown** | |  |  | |  |  | |  | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (1st Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (2nd Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (3rd Week) | |  | |
|  |  |  |  | |  |  | |  | |  | |
| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (4th Week) | |  | |
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| **Date** | **Day** | **Time In** | **Time Out** | |  | **Time In** | | **Time Out** | | **Total Hours** | |
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|  |  |  |  | |  |  | | Total Hours (5th Week) | |  | |
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| **Employee Signature:** | |  | | |  |  | |  | |  | |
| **Manager Signature:** | |  |  | |  |  | |  | |  | |
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| **Running Remote (Sample Monthly Timesheet)** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Employee Name:** | | David Smith | | |  | **Month:** | May 2021 |
| **Manager Name:** | | Robert Smith | | | **Rate Per Hour:** | | $25.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week Starting** | | **Hours Worked** | | **Total Pay** | |  |  |
| 4/26/2021 | | 28:05 | | $702.08 | |  |  |
| 5/3/2021 | | 26:30 | | $662.50 | |  |  |
| 5/10/2021 | | 37:30 | | $937.50 | |  |  |
| 5/17/2021 | | 39:40 | | $991.67 | |  |  |
| 5/24/2021 | | 5:00 | | $125.00 | |  |  |
| **TOTAL** | | **136:45** | | **$3,418.75** | |  |  |
|  |  |  |  |  |  |  |  |
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| **Weekly Breakdown** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 4/26/2021 | Monday | 9:00 AM | 12:00 PM |  | 1:00 PM | 5:00 PM | 7:00 |
| 4/27/2021 | Tuesday | 9:00 AM | 11:45 AM |  | 1:00 PM | 5:00 PM | 6:45 |
| 4/28/2021 | Wednesday | 9:00 AM | 11:30 AM |  |  |  | 2:30 |
| 4/29/2021 | Thursday | 9:00 AM | 11:00 AM |  | 1:10 PM | 5:00 PM | 5:50 |
| 4/30/2021 | Friday | 9:00 AM | 11:00 AM |  | 1:00 PM | 5:00 PM | 6:00 |
| 5/1/2021 | Saturday |  |  |  |  |  | 0:00 |
| 5/2/2021 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (1st Week) | **28:05** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/3/2021 | Monday | 8:30 AM | 11:00 AM |  | 1:00 PM | 4:00 PM | 5:30 |
| 5/4/2021 | Tuesday | 8:30 AM | 11:00 AM |  | 1:00 PM | 4:00 PM | 5:30 |
| 5/5/2021 | Wednesday |  |  |  | 1:00 PM | 4:00 PM | 3:00 |
| 5/6/2021 | Thursday | 8:30 AM | 11:00 AM |  | 1:00 PM | 4:00 PM | 5:30 |
| 5/7/2021 | Friday | 8:30 AM | 11:00 AM |  | 1:00 PM | 4:00 PM | 5:30 |
| 5/8/2021 | Saturday | 9:00 AM | 10:30 AM |  |  |  | 1:30 |
| 5/9/2021 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (2nd Week) | **26:30** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/10/2021 | Monday | 7:00 AM | 10:00 AM |  | 12:00 PM | 5:00 PM | 8:00 |
| 5/11/2021 | Tuesday | 7:00 AM | 10:00 AM |  | 12:00 PM | 5:00 PM | 8:00 |
| 5/12/2021 | Wednesday | 7:00 AM | 10:00 AM |  | 12:00 PM | 3:00 PM | 6:00 |
| 5/13/2021 | Thursday | 7:00 AM | 10:00 AM |  | 12:00 PM | 4:30 PM | 7:30 |
| 5/14/2021 | Friday | 7:00 AM | 10:00 AM |  | 12:00 PM | 5:00 PM | 8:00 |
| 5/15/2021 | Saturday |  |  |  |  |  | 0:00 |
| 5/16/2021 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (3rd Week) | **37:30** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/17/2021 | Monday | 9:00 AM | 12:00 PM |  | 1:00 PM | 6:00 PM | 8:00 |
| 5/18/2021 | Tuesday | 8:30 AM | 11:30 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 5/19/2021 | Wednesday | 8:00 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 8:00 |
| 5/20/2021 | Thursday | 8:40 AM | 11:00 AM |  | 1:00 PM | 6:00 PM | 7:20 |
| 5/21/2021 | Friday | 8:00 AM | 11:20 AM |  | 1:00 PM | 6:00 PM | 8:20 |
| 5/22/2021 | Saturday |  |  |  |  |  | 0:00 |
| 5/23/2021 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (4th Week) | **39:40** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/24/2021 | Monday | 8:00 AM | 11:00 AM |  | 1:00 PM | 3:00 PM | 5:00 |
| 5/25/2021 | Tuesday |  |  |  |  |  | 0:00 |
| 5/26/2021 | Wednesday |  |  |  |  |  | 0:00 |
| 5/27/2021 | Thursday |  |  |  |  |  | 0:00 |
| 5/28/2021 | Friday |  |  |  |  |  | 0:00 |
| 5/29/2021 | Saturday |  |  |  |  |  | 0:00 |
| 5/30/2021 | Sunday |  |  |  |  |  | 0:00 |
|  |  |  |  |  |  | Total Hours (5th Week) | **5:00** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Signature:** | |  | |  |  |  |  |
| **Manager Signature:** | |  |  |  |  |  |  |
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|  |  |  |  |  | Brought to you by [RunningRemote.com](http://runningremote.com/) | | |