Monthly Time Sheet for the Month of:

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| **Date** | **Time In** | **Time Out** |  | **Time** **In** | **Time Out** |  | **Time** **In** | **Time Out** | **Regular Hours** | **Overtime Hours** | **Sick** | **Vacation** |
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| Total Hours |  |  |  |  |
| Rate/Hour |  |  |  |  |
| Total Pay |  |  |  |  |
| Grand Total Pay |  |

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| Employee’s Name |  | Signature |  | Date |  |
| Manager’s Name |  | Signature |  | Date |  |