

Company				Date		Employee Signature					
Employee				Date		Manager Signature					
Month	Year			Standard Pay Rate				Overtime Pay Rate			
Day of the Month	Start Time	Lunch Start	Lunch End	End Time	Paid Time Off	Sick Hours	Holiday Hours	Vacation Hours	Regular Hours	Overtime Hours	Total Hours
1st											
2nd											
3rd											
4th											
5th											
6th											
7th											
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26th											
27th											
28th											
29th											
30th											
31st											
Monthly Total											
Rate											
Pay											
Total Pay											