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| **MONTHLY TIME-IN TIME-OUT TIMESHEET** | | | | | | | | | | | | |
| **Company Name:** | |  | | | | | | | | | | |
| **Employee Name:** | |  | | | | | **Employee ID:** | | | |  | |
| **Start Date:** | |  | | | | | **End Date:** | | | |  | |
|  | |  | |  |  |  | | | |  | |  |
| **Date** | | **Day** | | **AM** | | **PM** | | | | | | **Daily Total**  **Hours** |
| **Time In** | **Time Out** | **Time In** | | | | **Time Out** | |
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|  |  | | Approved by: | | Date: | ***Weekly Total:*** | | | | | |  |
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|  | |  | |  | | |  | **Total Hours:** | | |  |