

About the Timesheet

name	HA-ALL-4515 Timesheet Master Template
owner	HR
what it is	<p>A spreadsheet used as a master timesheet template that provides 3 worksheet options for weekly, bi-weekly or monthly hour allocation format. Used for:</p> <ul style="list-style-type: none"> ◆ Recording and approving employee hours, attendance and absences for payroll ◆ Allocating hours to projects for costing purposes
who uses it	<ul style="list-style-type: none"> ◆ Employees ◆ Independent contractors ◆ Payroll

How to Use the Timesheet

This workbook contains 3 worksheets representing 3 types of timesheet periods:

- ◆ Monthly
- ◆ Bi-weekly
- ◆ Weekly

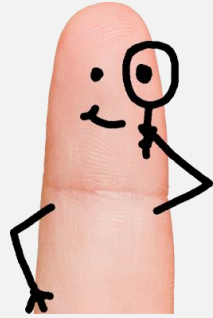
Using the Pre-Built Formulas

This workbook includes formulas that automate several calculations. Columns/cells containing formulas are shaded in blue.

If you add rows or columns to the worksheet, you'll need to copy the formulas into those rows or columns.

Instructions

The **instructions provided below apply to the first workbook "Monthly Timesheet"** and can be also used with the other timesheet periods available in the 2 extra worksheets.



PREVIEW

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