

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.

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