

<Insert Employee Name>

Monthly Period Ending: **January 31, 2021**

			Insert # of Hours							
Day	Date	Task	<Project>	<Project>	<Project>	<Project>	<Project>	Other	Total	Details
Fri	1-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Sat	2-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Sun	3-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Mon	4-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Tue	5-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Wed	6-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Thu	7-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Fri	8-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Sat	9-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Sun	10-Jan-21	Task 1							0.00	
		Task 2							0.00	
		Task 3							0.00	
		Task 4							0.00	
Mon	11-Jan-21	Task 1						0.00		