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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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|  |  |  |  | ***Weekly Total:***  |  |
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|  |  | Approved by:  | Date:  | ***Weekly Total:*** |  |
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|  |  |  |  | **Total Hours:**  |  |