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| **[COMPANY NAME]** |  |  | **A** | **E** | **W** | **P** |
|  | [SLOGAN HERE] |  |  | [ADDRESS] | [EMAIL ID] | [WEBSITE] | [PHONE NO] |
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| MONTHLY |  |  |  |  | Employee Name: |
| TIMESHEET |  |  |  |  | [NAME] |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Employee ID** | **Department** | **Period Start and End Date** | **Note** |
|   |   |   |   |
|  |  |   |   |   |   |   |  |  |
| **Day** | **Date** | **Time** | **Hours** |
| **In** | **Out** | **Break** | **Normal** | **OT** | **Sick** |
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|  |  |  |  |  |  |  |  |  |
| Signature of Employee: |   | Signature of Supervisor: |   |
|  |  |  |  |  |  |  |  |  |
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| **Terms and Condition:** |   |   |   |   |   |   |   |
| 1. Please fill all the blocks in the above table. |  |  |  |  |
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