

# Monthly Timesheet

Employee weekly hours tracker with automatic pay calculation.

## How to use

1. Fill in the employee details in the blue section on the left.
2. Enter Sheet No, week ending date, pay rate and approver on the right.
3. For each day, enter the date, task description, start time, end time and break hours.
4. Hours worked calculates automatically. Total hours and total pay update at the top.
5. Use the Notes box for anything relevant to the pay period.

## Clearing the sample data

The blue cells contain example data. Select them and press Delete to start your own. The white, calculated cells look after themselves.

## Removing the footer credit

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

## Notes

Blue cells are your inputs. Calculated cells and totals update automatically. Do not type over them. The sheet is protected so only the blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

# Monthly Timesheet

Example Marketing Ltd

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## EMPLOYEE

Name	Sarah Johnson	SHEET NO	TS-2026-001
Job Title	Marketing Executive	WEEK ENDING	19/06/2026
Department	Marketing	PAY RATE £/HR	£18.50
Manager	James Wilson	APPROVED BY	James Wilson

SHEET NO	WEEK ENDING	DEPARTMENT	TOTAL HOURS
<b>TS-2026-001</b>	<b>19/06/2026</b>	<b>Marketing</b>	<b>37.75</b>

Date	Day	Task / Description	Start	End	Break hrs	Hours worked
16/06/2026	Tuesday	Social media scheduling	9:00	17:30	0.50	8.00
17/06/2026	Wednesday	Campaign planning meeting	9:00	17:00	1.00	7.00
18/06/2026	Thursday	Content writing	8:30	17:30	0.50	8.50
19/06/2026	Friday	Analytics review	9:00	17:00	0.75	7.25
20/06/2026	Saturday	Team briefing and admin	9:00	16:30	0.50	7.00

**TOTAL HOURS 37.75**

**TOTAL PAY £698.38**

## NOTES

Signature

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