Worked example - a sample month. Replace every detail with your own.

# Monthly timesheet

Month: November 2026

**Name** Sam Taylor **Employer / client** Example Services Ltd

| Date | Day | Start | Finish | Break (mins) | Hours | Notes |
|---|---|---|---|---|---|---|
| 1 | Sun | - | - | - | - | |
| 2 | Mon | 09:00 | 17:30 | 30 | 8:00 | |
| 3 | Tue | 09:00 | 17:30 | 30 | 8:00 | |
| 4 | Wed | 09:00 | 17:30 | 30 | 8:00 | |
| 5 | Thu | 09:00 | 17:30 | 30 | 8:00 | |
| 6 | Fri | 09:00 | 17:30 | 30 | 8:00 | |
| 7 | Sat | - | - | - | - | |
| 8 | Sun | - | - | - | - | |
| 9 | Mon | 09:00 | 17:30 | 30 | 8:00 | |
| 10 | Tue | 09:00 | 17:30 | 30 | 8:00 | |
| 11 | Wed | 09:00 | 17:00 | 30 | 7:30 | Training |
| 12 | Thu | 09:00 | 17:30 | 30 | 8:00 | |
| 13 | Fri | 09:00 | 17:30 | 30 | 8:00 | |
| 14 | Sat | - | - | - | - | |
| 15 | Sun | - | - | - | - | |
| 16 | Mon | 09:00 | 17:30 | 30 | 8:00 | |
| 17 | Tue | 09:00 | 17:30 | 30 | 8:00 | |
| 18 | Wed | 09:00 | 17:30 | 30 | 8:00 | |
| 19 | Thu | 09:00 | 17:30 | 30 | 8:00 | |
| 20 | Fri | 09:00 | 17:30 | 30 | 8:00 | |
| 21 | Sat | - | - | - | - | |
| 22 | Sun | - | - | - | - | |
| 23 | Mon | 09:00 | 17:30 | 30 | 8:00 | |
| 24 | Tue | 09:00 | 17:30 | 30 | 8:00 | |
| 25 | Wed | 09:00 | 17:30 | 30 | 8:00 | |
| 26 | Thu | 09:00 | 17:30 | 30 | 8:00 | |
| 27 | Fri | 09:00 | 13:00 | 0 | 4:00 | Half day |
| 28 | Sat | - | - | - | - | |
| 29 | Sun | - | - | - | - | |
| 30 | Mon | 09:00 | 17:30 | 30 | 8:00 | |
| 31 | | | | | | |

| | |
|---|---|
| **Total hours** | 163:30 |
| **Manager approval** | A Morgan |

| | |
|---|---|
| **Employee signature** | S Taylor |
| **Date approved** | 30/11/2026 |

**Worked example - a sample month. Replace every detail with your own.**

## How to use this template

Use this timesheet to record the hours worked across a whole month. Print it and fill it in as you go, or complete it on screen.

1. **Add your details and the month.** Write your name, who you work for and the month at the top.
2. **Write the day of the week.** Next to each date, write Mon, Tue and so on. Leave days off blank or mark them with a dash.
3. **Record each shift.** Enter the start time, finish time and any break in minutes.
4. **Work out the hours.** Finish minus start, minus the break, written as hours and minutes such as 7:30.
5. **Total and sign.** Add up the hours column, sign it, and ask your manager to sign.

*This template records hours only. For questions about pay, working time or holiday, see GOV.UK or ACAS guidance.*