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| **Freelancer Name:** |   |   | **Month:** |  |
| **Employer Name:** |   |   | **Rate Per Hour:** |  |
|   |   |   |   |   |   |   |   |
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| **Week Starting** | **Hours Worked** | **Total Pay** |   |   |
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| **TOTAL** |  |  |   |   |
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| **Weekly Breakdown** |   |   |   |   |   |   |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|   |   |   |   |   |   | Total Hours (1st Week) |  |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Freelancer Signature:** |   |   |   |  |  |
| **Employer Signature:** |   |   |  |  |  |  |
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| **Time Doctor (Sample)** |
|   |   |   |   |   |   |   |   |
| **Employee Name:** | John Doe |   | **Month:** | September 2020 |
| **Manager Name:** | Jane Doe |   | **Rate Per Hour:** | $15.00 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Week Starting** | **Hours Worked** | **Total Pay** |   |   |
| 8/31/2020 | 33:32 | $503.00 |   |   |
| 9/7/2020 | 34:30 | $517.50 |   |   |
| 9/14/2020 | 35:00 | $525.00 |   |   |
| 9/21/2020 | 40:00 | $600.00 |   |   |
| 9/28/2020 | 5:00 | $75.00 |   |   |
| **TOTAL** | **148:02** | **$2,220.50** |   |   |
|   |   |   |   |   |   |   |   |
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| **Weekly Breakdown** |   |   |   |   |   |   |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 8/31/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/1/2020 | Tuesday | 8:30 AM | 10:45 AM |   | 1:00 PM | 5:00 PM | 6:15 |
| 9/2/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:23 PM | 5:00 PM | 6:37 |
| 9/3/2020 | Thursday | 8:00 AM | 11:00 AM |   | 1:10 PM | 5:00 PM | 6:50 |
| 9/4/2020 | Friday | 8:10 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 6:50 |
| 9/5/2020 | Saturday |   |   |   |   |   | 0:00 |
| 9/6/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (1st Week) | **33:32** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/7/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 3:00 PM | 5:00 |
| 9/8/2020 | Tuesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/9/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/10/2020 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/11/2020 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/12/2020 | Saturday | 9:00 AM | 10:30 AM |   |   |   | 1:30 |
| 9/13/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (2nd Week) | **34:30** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/14/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/15/2020 | Tuesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/16/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/17/2020 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/18/2020 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/19/2020 | Saturday |   |   |   |   |   | 0:00 |
| 9/20/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (3rd Week) | **35:00** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/21/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/22/2020 | Tuesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/23/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/24/2020 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/25/2020 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/26/2020 | Saturday |   |   |   |   |   | 0:00 |
| 9/27/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (4th Week) | **40:00** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/28/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 3:00 PM | 5:00 |
| 9/29/2020 | Tuesday |   |   |   |   |   | 0:00 |
| 9/30/2020 | Wednesday |   |   |   |   |   | 0:00 |
| 10/1/2020 | Thursday |   |   |   |   |   | 0:00 |
| 10/2/2020 | Friday |   |   |   |   |   | 0:00 |
| 10/3/2020 | Saturday |   |   |   |   |   | 0:00 |
| 10/4/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (5th Week) | **5:00** |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  |  |  |
| **Employee Signature:** |   |   |   |  |  |
| **Manager Signature:** |   |   |  |  |  |  |
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