

Hourly Staff Shift & Pay Ledger

**Pay Period Start:**

**Pay Period End:**

**Ledger ID:**

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / ROLE

HOURLY PAY RATE (\$)

NOTES / EXPLANATIONS / OVERTIME JUSTIFICATION

**Total Regular Hours**

**Regular Pay Rate (\$)**

**Total Regular Pay (\$)**

**Total Overtime Hours**

**Overtime Pay Rate (\$)**

**Total Overtime Pay (\$)**

**Gross Total Pay (\$)**

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EMPLOYEE SIGNATURE DATE

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SUPERVISOR APPROVAL DATE

