

SALARIED NON-EXEMPT

Standard Timekeeping & Payroll Log

Standardized Payroll Form

FLSA Compliant Tracking

Employee Name

Employee ID

Job Title

Department

Pay Period Start

Pay Period End

Regular Salary (\$)

Hourly Equivalent (\$)

Day	Date	Morning Shift		Unpaid Meal (Hrs)	Afternoon Shift		Hours Allocation		
		In	Out		In	Out	Regular	Overtime	PTO / Other
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Weekly Totals:									

Compliance & Instructions

- Salaried non-exempt employees must accurately record all hours worked to ensure compliance with the Fair Labor Standards Act (FLSA).
- Overtime is calculated at a rate of 1.5x the hourly equivalent rate for hours worked over 40 in a standard workweek.
- Salary must be paid in full for any workweek in which basic duties are performed, subject to additions for overtime hours.
- All time logs must be submitted, reviewed, and authorized by both the employee and department head.

Payroll Computation

Guaranteed Salary Pay

Overtime Hours

Payroll Computation

Overtime Hourly Rate (1.5x)

Total Overtime Earnings

PTO / Other Adjustments

Total Gross Payroll

Employee Signature Date

Supervisor / Manager Signature Date