

ATTENDANCE SETUP & PAYROLL HOURS TEMPLATE

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

PAY PERIOD:

Standard Hours / Day:

Overtime Rate Multiplier:

Double Time Multiplier:

Date	Day	Clock In	Clock Out	Break (Min)	Regular Hours	OT Hours	DT Hours	Total Hours
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Total Regular Hours:

Total Overtime Hours:

Total Double Time Hours:

Total Payroll Hours:

EMPLOYEE SIGNATURE & DATE

SUPERVISOR SIGNATURE & DATE