

WEEKLY OVERTIME TRACKING & PAYROLL

Timesheet and Payroll Calculation Form

EMPLOYEE NAME

WEEK ENDING DATE

EMPLOYEE ID

DEPARTMENT

HOURLY RATE (\$)

OVERTIME RATE (\$)

DAY OF WEEK	DATE	REGULAR HOURS	OVERTIME HOURS (1.5X)	DOUBLE TIME (2.0X)	TOTAL HOURS	NOTES / PROJECT
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours						

PAYROLL CALCULATION SUMMARY	
Regular Hours Pay	
Overtime Pay (1.5x)	
Double Time Pay (2.0x)	
Gross Payroll Total	

EMPLOYEE SIGNATURE

Date:

SUPERVISOR APPROVAL SIGNATURE

Date:

