

HOURLY ATTENDANCE & PAYROLL SETUP SHEET

Timekeeping Period & Rate Configuration Template

Employee Name: _____

Employee ID: _____

Department/Role: _____

Pay Period Start: _____

Pay Period End: _____

Supervisor/Manager: _____

DAY	DATE	TIME IN	BREAK START	BREAK END	TIME OUT	REG HOURS	OT HOURS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

PAYROLL SETUP & CALCULATIONS		
TYPE	RATE (\$/HR)	TOTAL HOURS
Regular Pay		
Overtime Pay		
Other / Bonus		
Gross Earnings		
Deductions (Taxes/Other)		
Net Pay		

Declaration: I hereby certify that the hours recorded above represent an accurate and complete record of my time worked during this pay period.

Employee Signature Date

Supervisor Signature Date

