SEMI-MONTHLY PAYROLL LOG

Part-Time Employee Hours

EMPLOYEE NAME:
PAY PERIOD START:
EMPLOYEE ID:
PAY PERIOD END:
DEPARTMENT:
HOURLY RATE ($):

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	REG. HOURS	OT HOURS	NOTES / PROJECT

Total Regular Hours:	
Total Overtime Hours:	
Gross Pay ($):	

EMPLOYEE SIGNATURE & DATE

SUPERVISOR APPROVAL SIGNATURE & DATE