

Employee Hours Tracker & Payroll Template

EMPLOYEE NAME

PAY PERIOD START

EMPLOYEE ID

PAY PERIOD END

DEPARTMENT

SUPERVISOR

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	REG. HOURS	OVERTIME
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours							

RATE & HOURS

Regular Hours

Hourly Rate \$

Overtime Hours

Overtime Rate \$

EARNINGS & DEDUCTIONS

Regular Earnings \$

Overtime Earnings \$

Gross Pay \$

Total Deductions \$

Net Pay \$

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE