

# HOURLY PAYROLL TIMESHEET

Double Time Tracking Enabled

Company Name

Employee Name

Employee ID

Department

Pay Period Start

Pay Period End

Regular Hourly Rate

Overtime Rate (1.5x)

Double Time Rate (2.0x)

Day	Date	Time Record		Hours Worked Breakdown			
		Clock In	Clock Out	Regular Hours	Overtime (1.5x)	Double Time (2.0x)	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours							

Notes / Explanations for Overtime & Double Time

## Earnings Summary

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Regular Pay \_\_\_\_\_

Overtime Pay (1.5x) \_\_\_\_\_

Double Time Pay (2.0x) \_\_\_\_\_

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**Gross Earnings** \_\_\_\_\_

Deductions \_\_\_\_\_

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**Net Pay** \_\_\_\_\_

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EMPLOYEE SIGNATURE & DATE

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SUPERVISOR / APPROVER SIGNATURE & DATE