

HOURLY TIMESHEET & PAYROLL TRACKER

Part-Time Staff

Employee Name:

Employee ID:

Department:

Pay Period Start:

Pay Period End:

Supervisor Name:

Comments / Special Instructions:

Total Regular Hours:

Hourly Rate:

Total Overtime Hours:

Overtime Rate:

Gross Pay:

Deductions (Taxes/Other):

Net Pay:

EMPLOYEE SIGNATURE & DATE

SUPERVISOR SIGNATURE & DATE