

SALARIED NON-EXEMPT TIMESHEET

Semi-Monthly Pay Period Tracking

EMPLOYEE NAME:

PAY PERIOD START:

EMPLOYEE ID:

PAY PERIOD END:

JOB TITLE:

SEMI-MONTHLY SALARY:

DEPARTMENT:

HOURLY EQUIVALENT RATE:

DATE	DAY	SHIFT 1		SHIFT 2		HOURS WORKED / LEAVE TAKEN				NOTES / COMMENTS
		TIME IN	TIME OUT	TIME IN	TIME OUT	REG HOURS (UP TO 8/DAY)	OVERTIME (1.5X)	DOUBLE (2.0X)	PTO / SICK	

COMPLIANCE & INSTRUCTIONS

- Salaried non-exempt employees must be compensated for all hours worked.
- Standard salary covers the regular hours up to 86.67 hours per semi-monthly period (based on a standard 2080 hour year).
- All overtime hours (beyond 40 hours in a workweek, or daily limit if applicable by state) must be tracked and will be paid in addition to the base salary.
- Please record time accurate to the nearest 15 minutes.

TOTAL REGULAR HOURS

TOTAL OVERTIME (1.5X)

TOTAL DOUBLE TIME (2.0X)

TOTAL SICK / PTO HOURS

GRAND TOTAL HOURS

EMPLOYEE SIGNATURE DATE

SUPERVISOR APPROVAL SIGNATURE DATE