

BIWEEKLY PAYROLL SHEET

Shift Differential Tracking Template

EMPLOYEE NAME _____

EMPLOYEE ID _____

DEPARTMENT _____

MANAGER / SUPERVISOR _____

PAY PERIOD START _____

PAY PERIOD END _____

PAYMENT DATE _____

JOB TITLE _____

BASE HOURLY RATE	EVENING SHIFT DIFF (RATE OR %)	NIGHT SHIFT DIFF (RATE OR %)	WEEKEND SHIFT DIFF (RATE OR %)	OVERTIME RATE

DAY	DATE	REGULAR HOURS	EVENING HOURS (DIFF 1)	NIGHT HOURS (DIFF 2)	WEEKEND HOURS (DIFF 3)	OVERTIME HOURS	TOTAL HOURS
WEEK 1							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 2							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours							

I certify that the hours recorded above are accurate and represent the actual hours worked during this biweekly pay period including corresponding shift assignments.

EMPLOYEE SIGNATURE

SUPERVISOR APPROVAL

Regular Pay: _____

Evening Diff Pay: _____

Night Diff Pay: _____

Weekend Diff Pay: _____

Overtime Pay: _____

Total Gross Pay: _____