

# SALARIED NON-EXEMPT TIME & PAYROLL TRACKER

COMPANY NAME

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START DATE

PAY PERIOD END DATE

MANAGER / SUPERVISOR

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Total**

## Hourly Rate Equivalence

Weekly/Bi-weekly Base Salary (\$)  Standard Expected Hours   
 Regular Hourly Rate Equivalent (\$/hr)

## Overtime & Gross Pay Calculation

Base Salary Earnings (\$)  Overtime Pay (Total OT Hours x Rate x 1.5)   
 Double Time Pay (Total DT Hours x Rate x 2.0)  **Total**  
Gross Payroll Pay (\$)

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**Employee Signature & Date**

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**Authorized Approver Signature & Date**