

# BI-WEEKLY SALARIED NON-EXEMPT TIME CARD

Payroll Period Time Tracking Template

EMPLOYEE NAME:

PAY PERIOD START:

JOB TITLE & DEPT:

PAY PERIOD END:

BI-WEEKLY SALARY:

HOURLY RATE EQUIV:

DATE	DAY	MORNING		AFTERNOON		HOURS WORKED			
		IN	OUT	IN	OUT	REGULAR	OVERTIME	PTO/OTHER	TOTAL
<b>Week 1</b>									
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
	Sunday								
<b>Week 1 Subtotals:</b>									
<b>Week 2</b>									
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
	Sunday								
<b>Week 2 Subtotals:</b>									
<b>Total Period Hours:</b>									

## HOURS SUMMARY

Regular Salaried Hours (Expected):

Actual Regular Hours Worked:

Overtime Hours Worked:

Paid Time Off (PTO):

**Total Hours Credited:**

## PAYROLL CALCULATION REFERENCE

Base Bi-Weekly Salary:

Overtime Pay (1.5x Hourly Equiv.):

Other / PTO Pay:

**Total Gross Pay:**

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**EMPLOYEE SIGNATURE**

Date: \_\_\_\_\_

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**SUPERVISOR SIGNATURE**

Date: \_\_\_\_\_