



DATE	DAY	REGULAR HOURS	OVERTIME (1.5X)	DOUBLE TIME (2.0X)	PREMIUM CODE/TYPE	PREMIUM HOURS	DESCRIPTION / REASON
<b>Total Hours:</b>							

NOTES / EXPLANATIONS FOR PREMIUM & DOUBLE TIME

Regular Pay: \$

Overtime Pay (1.5x): \$

Double Time Pay (2.0x): \$

Premium Pay: \$

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**Gross Payroll: \$**

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 EMPLOYEE SIGNATURE & DATE

\_\_\_\_\_  
 SUPERVISOR APPROVAL SIGNATURE & DATE