

SALARIED NON-EXEMPT TIMESHEET

Time Tracking & Overtime Calculation Template

Employee Name:

Pay Period Start:

Employee ID / Dept:

Pay Period End:

Standard Weekly Salary:

Regular Hourly Rate:

<input type="text"/>	Monday
<input type="text"/>	Tuesday
<input type="text"/>	Wednesday
<input type="text"/>	Thursday
<input type="text"/>	Friday
<input type="text"/>	Saturday
<input type="text"/>	Sunday

Total Weekly Hours:

Compliance & Instructions

Salaried non-exempt employees are paid a fixed salary for standard hours but are legally entitled to overtime pay for hours worked over 40 in a single workweek under the Fair Labor Standards Act (FLSA).

Overtime Premium: Calculated at 1.5 times the regular hourly equivalent rate (Regular Hourly Rate = Weekly Salary / Expected standard hours).

Overtime & Pay Calculation

Base Salary (Regular Period Salary): \$

Hourly Equivalent Rate: \$

Overtime Rate (Hourly × 1.5): \$

Total Overtime Hours:

Total Overtime Pay: \$

Gross Pay: \$

Employee Signature

Date: _____

Manager/Supervisor Signature

Date: _____