

# BIWEEKLY PAYROLL OVERTIME CALCULATOR

Payroll Period Tracker & Calculations

**Employee Name:**

**Pay Period Start:**

**Employee ID:**

**Pay Period End:**

**Department:**

**Hourly Rate (\$):**

## WEEK 1

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

## WEEK 2

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

### Guidelines

- Record daily hours worked to the nearest quarter hour (0.25).
- Standard biweekly hours are generally capped at 80 regular hours.
- Overtime hours are calculated at 1.5 times the regular hourly rate.
- Ensure all signatures are complete before submitting to payroll.

**Total Regular Hours**

**Regular Rate (\$)**

**Regular Earnings**

**Total Overtime Hours**

**Overtime Rate (1.5x)**

**Overtime Earnings**

**Total Gross Pay**

**Employee Signature / Date**

**Supervisor Approval / Date**