

# DOUBLE TIME PAYROLL TRACKER

Premium Rate & Overtime Hours Log

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

REGULAR HOURLY RATE (\$)

DATE	DAY	REGULAR HOURS	DOUBLE TIME HOURS	REGULAR RATE (\$)	DOUBLE RATE (\$)	TOTAL EARNINGS (\$)	NOTES / REASON
<b>TOTALS</b>							

Total Regular Earnings \_\_\_\_\_

Total Double Time Earnings \_\_\_\_\_

**Gross Payroll Due**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Approval Date

