

DOUBLE TIME TIMESHEET

Pay Period Start: _____

Pay Period End: _____

Employee Name: _____

Employee ID: _____

Department: _____

Supervisor: _____

DATE	DAY	REGULAR HOURS	OVERTIME (1.5X)	DOUBLE TIME (2.0X)	SICK / LEAVE	TOTAL HOURS	JOB CODE
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours:							

HOUR TYPE	HOURS	X	RATE	=	TOTAL EARNINGS
Regular		x	\$	=	\$
Overtime (1.5x)		x	\$	=	\$
Double Time (2.0x)		x	\$	=	\$
Other / Sick		x	\$	=	\$
Gross Payroll Total:				=	\$

NOTES / OFFICE USE ONLY

Employee Signature Date

Supervisor Approval Date

