

# SEMI-MONTHLY TIMESHEET

PAY PERIOD

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

SUPERVISOR / MANAGER

**Total Hours:**

## PAYROLL & OVERTIME CALCULATOR

Regular Hours Total:

Hourly Pay Rate (\$):

Regular Pay Subtotal:

Overtime Hours Total:

Overtime Rate multiplier:

Overtime Pay Rate (\$):

Overtime Pay Subtotal:

Sick/Leave Pay Subtotal:

Holiday/Other Pay Subtotal:

**Total Gross Earnings:**

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Employee Signature Date

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Supervisor Signature Date