

# WEEKLY HOURLY PAYROLL & OVERTIME TRACKER

Company Name:

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Employee Name:

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Employee ID:

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Pay Period Start:

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Pay Period End:

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Department:

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

NOTES / COMMENTS

Hourly Rate:

Regular Earnings:

Overtime Earnings:

Double Time Earnings:

Other Pay (Sick/Leave):

**Gross Weekly Pay:**

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**Employee Signature**

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**Supervisor / Manager Signature**