

MONTHLY TIMESHEET

Overtime & Payroll Tracker

COMPANY NAME

PAY PERIOD / MONTH

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

HOURLY RATE

OVERTIME RATE

MANAGER / SUPERVISOR

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL SIGNATURE

DATE

TOTAL REGULAR HOURS

TOTAL OVERTIME HOURS

TOTAL SICK LEAVE HOURS

TOTAL VACATION HOURS

REGULAR EARNINGS

OVERTIME EARNINGS

GROSS PAYROLL TOTAL