

Date	Day	Shift 1		Shift 2		Hours Worked				Notes / Comments
		In	Out	In	Out	Regular	Overtime	PTO/Sick	Total	
29										
30										
31										
Total Monthly Hours:										

Employee Signature

Date

Supervisor/Manager Signature

Date

Instructions: Salaried non-exempt employees must accurately record all hours worked each day. For any workweek where actual hours worked exceed 40 hours, overtime must be calculated and compensated at 1.5 times the regular equivalent hourly rate. Please sign and submit this timesheet to the payroll department at the end of the monthly cycle.