

WEEKLY PART-TIME EMPLOYEE HOUR TRACKING SHEET

Payroll Department Copy

Employee Name: _____

Pay Period Start: _____

Employee ID: _____

Pay Period End: _____

Department: _____

Hourly Rate (\$): _____

Day	Date	Time In	Time Out	Break (Min)	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Reg. Hours	
Total OT Hours	
Gross Pay (\$)	

Employee Signature Date

Supervisor Signature Date