

OVERTIME HOURS & EARNINGS TEMPLATE

Payroll Department Record

Employee Name:
Pay Period Start:
Employee ID:
Pay Period End:
Department:
Hourly Rate:

Date	Day	Hours Worked			Hourly Rates			Earnings			
		Regular	OT (1.5x)	DT (2.0x)	Regular	OT Rate	DT Rate	Regular	Overtime	Double Time	Total
	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
	Saturday										
	Sunday										
TOTALS											

Employee Signature & Date

Supervisor Approval Signature & Date