

SALARIED NON-EXEMPT PAYROLL & TIME SHEET

Overtime & Paid Time Off (PTO) Tracker

Employee Name:

Pay Period Start Date:

Employee ID:

Pay Period End Date:

Department:

Regular Salary (Per Period):

Supervisor:

Hourly Rate Equivalent:

Time Tracking (2-Week Pay Period)

Date	Day	Regular Hours	Overtime (1.5x)	Double Time (2.0x)	PTO Hours	Sick Leave	Notes / Remarks
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

Date	Day	Regular Hours	Overtime (1.5x)	Double Time (2.0x)	PTO Hours	Sick Leave	Notes / Remarks
TOTAL HOURS							

Hourly Rate Derivation

Regular Salary / Pay Period	
Standard Hours per Pay Period	
Regular Equivalent Hourly Rate	
Overtime Rate (1.5x)	
Double Time Rate (2.0x)	

Payroll Computations

Base Regular Salary Earnings	
Overtime Earnings	
Double Time Earnings	
PTO / Sick Pay Adjustment	
Gross Payroll Total	

Employee Signature Date

Supervisor Approval Date