

WEEKLY PAYROLL TIME TRACKING SHEET

EMPLOYEE NAME:

WEEK ENDING DATE:

EMPLOYEE ID:

DEPARTMENT:

MANAGER/SUPERVISOR:

HOURLY RATE (\$):

DAY	DATE	MORNING SESSION		AFTERNOON SESSION		HOURS WORKED	
		TIME IN	TIME OUT	TIME IN	TIME OUT	REGULAR	OVERTIME
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours							

Employee Signature Date

Supervisor Signature Date

Total Regular Hours:

Regular Hourly Rate (\$):

Total Overtime Hours:

Overtime Hourly Rate (\$):

Gross Payroll Amount (\$):