

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / PROJECT

PAY PERIOD (FROM - TO)

EMPLOYER

SUPERVISOR

OVERTIME RULE (E.G. OVER 40 HOURS A WEEK)

Day	Date	Time in	Lunch out	Lunch in	Time out	Other unpaid break (min)	Hours worked (H:MM)	Decimal hours	Regular hours	Overtime hours
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										
WEEKLY TOTAL										

How to total a day: (lunch out - time in) + (time out - lunch in) - other unpaid breaks. Add hours and minutes first, then convert minutes to decimals at the end: 7:45 = 7.75 hours.
Write times in 12-hour form with AM/PM or in 24-hour form. For a shift that ends after midnight, add 24 hours to the time out before subtracting.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE