Weekly Timesheet

One employee, one workweek. Hours, regular and overtime totals calculate themselves.

Employee		**Hourly rate**	$22.00
Week starting		**Supervisor**	

Day	Clock in	Clock out	Unpaid break (min)	Paid hours	Regular	Overtime 1.5×	Double time 2×	Notes
Monday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Tuesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Wednesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Thursday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Friday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Saturday				0.00	0.00	0.00	0.00	
Sunday				0.00	0.00	0.00	0.00	
Week total				**42.50**	**40.00**	**2.50**	**0.00**	

Regular pay	$880.00
Overtime pay (1.5×)	$82.50
Double-time pay (2×)	$0.00
Gross pay for the week	**$962.50**

Employee signature / date

Supervisor signature / date

Biweekly Timesheet

Two workweeks on one page. Overtime is counted per workweek, never averaged over the pay period (29 CFR 778.104).

Employee		**Hourly rate**	$22.00
Week starting		**Supervisor**	

Week 1

Day	Clock in	Clock out	Unpaid break (min)	Paid hours	Regular	Overtime 1.5×	Double time 2×	Notes
Monday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Tuesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Wednesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Thursday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Friday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Saturday				0.00	0.00	0.00	0.00	
Sunday				0.00	0.00	0.00	0.00	
Week total				**42.50**	**40.00**	**2.50**	**0.00**	

Regular pay	$880.00
Overtime pay (1.5×)	$82.50
Double-time pay (2×)	$0.00
Gross pay for the week	**$962.50**

Week 2

Day	Clock in	Clock out	Unpaid break (min)	Paid hours	Regular	Overtime 1.5×	Double time 2×	Notes
Monday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Tuesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Wednesday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Thursday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Friday	8:00 AM	5:00 PM	30	8.50	8.50	0.00	0.00	
Saturday				0.00	0.00	0.00	0.00	
Sunday				0.00	0.00	0.00	0.00	
Week total				**42.50**	**40.00**	**2.50**	**0.00**	

Regular pay	$880.00
Overtime pay (1.5×)	$82.50
Double-time pay (2×)	$0.00
Gross pay for the week	**$962.50**

Pay period gross	**$1,925.00**

Employee signature / date

Supervisor signature / date

Monthly Timesheet

31 day rows for salaried and project staff. Weekly overtime still follows your workweek: use the Weekly sheet to compute it.

Employee	
Month	

Day	Date	Clock in	Clock out	Unpaid break (min)	Paid hours	Project / notes
1					0.00	
2					0.00	
3					0.00	
4					0.00	
5					0.00	
6					0.00	
7					0.00	
8					0.00	
9					0.00	
10					0.00	
11					0.00	
12					0.00	
13					0.00	
14					0.00	
15					0.00	
16					0.00	
17					0.00	
18					0.00	
19					0.00	
20					0.00	
21					0.00	
22					0.00	
23					0.00	
24					0.00	
25					0.00	
26					0.00	
27					0.00	
28					0.00	
29					0.00	
30					0.00	
31					0.00	
				Month total	**0.00**	

Employee signature / date **Supervisor signature / date**