



Employee Hour Tracking Sheet

Time Period: _____

Hourly Rate: _____

Staff Name: _____

OT Rate \$0.000

DOT Rate \$0.000

Day	Date	In	Out	Regular	Overtime	Double OT	Call Out
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Regular Hours 0 \$0.00

Overtime Hou 0 \$0.00

Double OT Ho 0 \$0.00

Total Call Out \$0.00

TOTAL: \$0.00

****Payroll Hours in by Monday of pay week, no later**

****DO NOT** erase or delete any currency content on the time sheet that have been highlighted in **GREEN** for ease.