

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Pay period starting: \_\_\_\_\_

Pay period ending: \_\_\_\_\_

Hourly rate: \_\_\_\_\_

Overtime rate: \_\_\_\_\_

Day	Date	Work Period 1		Work Period 2		Work Period 3		Total
		Start	End	Start	End	Start	End	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Hours

Pay

Regular: \_\_\_\_\_

Overtime: \_\_\_\_\_

Total: \_\_\_\_\_