

Overtime Timesheet

Regular, time-and-a-half and double time, separated — daily and weekly rules side by side.

Employee name

Week starting (Mon)

Department / role

Manager

Hourly rate

Overtime rule

DAY	DATE	TIME IN	TIME OUT	BREAK (HRS)	TOTAL HOURS	REGULAR	OT 1.5×	DT 2×	REASON FOR OVERTIME
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL									

How to use. Daily rule: first 8 hours regular, 8–12 at time-and-a-half, past 12 at double time. Federal rule: only hours past 40 in the week. Where both apply, the employee gets whichever is greater.

Employee signature

Manager approval

Date approved