MONITASK

Weekly timesheet with overtime and pay

Regular hours, overtime hours and gross pay, worked out by hand.

Employee _____ **Week starting** _____

Role / department _____ **Supervisor** _____

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK TOTAL							

Pay for the week

	Hours	Rate	Pay
Regular hours (up to 40)			
Overtime hours (over 40)			
GROSS PAY FOR THE WEEK			

Employee signature and date _____ **Supervisor approval and date** _____

Free weekly timesheet template from Monitask. Overtime under the FLSA is owed above 40 hours in a workweek, not per pay period. This template is a record-keeping aid, not legal advice.

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Example: 43 hours, of which 3 are overtime

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday		8:00	17:00	30	8h 30m	8.50	
Tuesday		8:00	17:00	30	8h 30m	8.50	
Wednesday		8:00	12:00	0	4h 00m	4.00	Split shift - first half
Wednesday		16:00	20:00	0	4h 00m	4.00	Split shift - second half
Thursday		8:00	18:15	45	9h 30m	9.50	Lunch ran to 45 min, not 30
Friday		8:00	17:00	30	8h 30m	8.50	15 min paid rest break
WEEK TOTAL				**135**	**43h 00m**	**43.00**	

	Hours	Rate	Pay
Regular hours (up to 40)	40.0	$20.00	$800.00
Overtime hours (over 40)	3.00	$30.00	$90.00
GROSS PAY FOR THE WEEK	**43.00**		**$890.00**

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Weekly timesheet with overtime and pay — how to use it

Filling it in

1. Fill the header before the first shift of the week, not at the end of it.
2. Write times as 8:00 and 17:00, and keep to one convention all week.
3. Enter a split shift as two rows. One row from 8:00 to 20:00 with a gap in the middle reads twelve hours when the day was eight.
4. Write down the break that happened, not the break that was scheduled. A pre-printed 30 minutes against a 45-minute lunch overstates the day.
5. Convert minutes to decimal hours by dividing by 60: 7 hours 45 minutes is 7.75, not 7.45. That single mistake is worth $6 a day at $20 an hour.
6. Compare the week's total against 40 hours, not the pay period's total. Overtime is a weekly calculation.
7. Sign it, get it approved, and keep a copy before it goes to payroll.

About this template

1. The 40-hour line is the federal rule. If you are in a daily-overtime state such as California, overtime can start after 8 hours in a day — write the rule you are using at the top of the sheet.
2. Overtime is owed whether or not it was authorised in advance. A no-overtime policy is a management tool, not a payroll exemption.

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