SHIFTFLOW

OVERTIME TIMESHEET

Company		**Week starting**	
Employee		**Supervisor**	

Hourly rate: _____ OT multiplier: _____ Enter overtime hours manually based on your policy.

Date	Day	Start	End	Break (hrs)	Total	Regular	Overtime	OT reason	Notes
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
	Sunday								
TOTALS									

Regular pay _____ **Overtime pay** _____ **Estimated pay** _____

Team member / contractor _____ **Supervisor / client approval** _____ **Date** _____