SHIFTFLOW

PAYROLL TIMESHEET

Company		**Pay period**	
Employee		**Payroll reviewer**	

Enter hours in each payroll category, then total the columns for review.

Day	Date	Regular	Overtime	PTO	Sick	Holiday	Total	Notes
W1 Monday								
W1 Tuesday								
W1 Wednesday								
W1 Thursday								
W1 Friday								
W1 Saturday								
W1 Sunday								
W2 Monday								
W2 Tuesday								
W2 Wednesday								
W2 Thursday								
W2 Friday								
W2 Saturday								
W2 Sunday								
TOTALS								

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