SHIFTFLOW

SEMI-MONTHLY TIMESHEET

Company		Pay period	
Employee		Supervisor	

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

Entry	Date	Start	End	Break (hrs)	Total hours	Regular	Overtime	Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
TOTALS								

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

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