

Timesheet Basics

- David works in a bookstore for \$13.50/hour. His timesheet is shown. His overtime pay is time and half for any hours worked beyond 40 hours in a week. Calculate his gross pay for the week.

Weekly Employee Time Sheet							
Week Starting: 01/01/2013							
Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs
Tue 1/1	8:00 AM	12:00 PM	12:30 PM	5:00 PM			
Wed 1/2	8:00 AM	11:00 AM	11:30 PM	6:30 PM			
Thu 1/3	8:00 AM	12:00 PM	12:30 PM	5:30 PM			
Fri 1/4	8:00 AM	11:00 AM	12:30 PM	5:30 PM			
Sat 1/5	8:00 AM	12:00 PM	12:30 PM	4:30 PM			
Sun 1/6	8:00 AM	12:00 PM	12:15 PM	3:00 PM			
Mon 1/7							
					adjusted for over 40 hours		
Total Hrs:					Total Hrs:		
Rate/Hr:					Rate/Hr:		
Total Pay:					Total Pay:		
Employee Signature					Date		
Manager Signature					Date		
					Gross Pay: -		
					Adjusted Gross Pay: 0.00		

Weekly Employee Time Sheet							
Week Starting: 01/01/2013							
Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs
Tue 1/1	8:00 AM	12:00 PM	12:30 PM	6:00 PM	8.50	8.00	0.50
Wed 1/2	8:00 AM	11:00 AM	11:30 PM	4:30 PM	10.00	8.00	2.00
Thu 1/3	8:00 AM	12:00 PM	12:30 PM	4:30 PM	9.00	8.00	1.00
Fri 1/4	8:00 AM	11:00 AM	12:30 PM	6:30 PM	8.00	8.00	
Sat 1/5	8:00 AM	12:00 PM	12:30 PM	3:00 PM	8.00	8.00	
Sun 1/6	8:00 AM	12:00 PM	12:15 PM	3:00 PM	6.75	6.75	
Mon 1/7							
					adjusted for over 40 hours		
Total Hrs:					Total Hrs:		
Rate/Hr:					Rate/Hr:		
Total Pay:					Total Pay:		
Employee Signature					Date		
Manager Signature					Date		
					Grand Total Pay: 702.01		
					Adjusted Grand total: 747.56		

