

Blank Timesheet Form Sample with Overtime Calculation

The **blank timesheet form sample** with overtime calculation provides a clear and organized way to track regular and extra working hours efficiently. This template ensures accurate payroll processing by automatically calculating overtime based on predefined rules. Ideal for businesses aiming to maintain precise employee time records and improve workforce management.

Employee & Pay Period Information

Employee Name		Employee ID	
Department		Pay Period	

Weekly Timesheet

Date	Day	Time In	Time Out	Breaks (hrs)	Regular Hours	Overtime Hours	Total Hours
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Weekly Totals							

Overtime Calculation Rules

- Standard work day: 8 hours
- Standard work week: 40 hours
- Hours worked over 8 per day or 40 per week are considered overtime

Note: Fill in your start/end times, break periods, and use the calculation columns for Regular and Overtime Hours. Overtime can be calculated by:

If $(\text{Total Hours} - \text{Breaks}) > 8 \text{ per day}$, the excess is Overtime. If total weekly hours > 40, excess is also Overtime.

Employee Signature		Date	
Supervisor Signature		Date	