WEEKLY OVERTIME SHEET AND TRACKER

Business		Crew or job		Week starting (day and date)	
Pay week starts on		Prepared by			

Hours by person

Write each person's hours for each day. Write 0 for a day off. Add the week's total from the first day of your workweek to the last. Overtime starts after 40 hours in a workweek under the federal rule. Some states also count hours over a daily limit.

Name	Hourly rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hours	Still scheduled	Projected total	Overtime hours	Notes

Name	Hourly rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hours	Still scheduled	Projected total	Overtime hours	Notes

Before you run payroll

Item	Done
Every person's days are filled in, with 0 for days off.	☐
Totals cover the whole workweek, not the pay period.	☐
Anyone over 40 hours has overtime hours written down.	☐
In a state with daily overtime, long days are checked against the daily limit.	☐
Bonuses are added to the week they were earned.	☐
Anyone at 36 hours or more on Thursday is checked against Friday's schedule.	☐

Free template from goodtaco.ai/blog/overtime-tracker. Copy, change and print it as you like.