

## **Daily Employee Schedule Template**

| Department:<br>Supervisor: |            |             |           |               | Regular nrs:         |          |              |                   |                 |           |
|----------------------------|------------|-------------|-----------|---------------|----------------------|----------|--------------|-------------------|-----------------|-----------|
| Employee name              | Start time | Finish time | Break (h) | Regular hours | PTO (h)              | Sick (h) | Overtime (h) | Total hours       | Hourly rate     | Total pay |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            | DAILY TO   | TALS        | I         |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              | DAILY TO          | OTAL PAY        |           |
|                            |            |             |           |               |                      |          |              |                   |                 |           |
|                            |            |             |           |               |                      |          |              | TOTAL DAILY HOURS |                 |           |
|                            |            |             |           |               | Supervisor signature |          |              |                   | TOTAL DAILY PAY |           |

visit: early.app