# California daily overtime timesheet

Employee: _____ Week starting: _____ Regular hourly rate: _____

Company: _____ Location: _____ Supervisor: _____

| Day | Date | Time in | Time out | Unpaid meal breaks (min) | 7th consecutive day? | Hours worked | Regular | Overtime 1.5x | Double time 2x |
|---|---|---|---|---|---|---|---|---|---|
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Totals | | | | | | | | | |

| | |
|---|---|
| **Regular hours over 40 in the week (move to overtime)** | |
| **Regular hours to pay** | |
| **Overtime hours to pay (1.5x)** | |
| **Double-time hours to pay (2x)** | |

California: overtime after 8 hours in a workday or 40 in a workweek; double time after 12 hours in a workday; on the 7th consecutive workday, the first 8 hours are overtime and the rest double time.

_____ _____

Employee signature Date

_____ _____

Supervisor approval Date

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