

CALIFORNIA OVERTIME TIMESHEET

Split each day: regular (first 8 h), overtime (8–12 h), double-time (past 12 h).

Employee _____ Manager _____

Week starting (Mon) _____ Hourly rate _____

Day	Date	Time in	Lunch start	Lunch end	Time out	Hours	Reg	OT 1.5×	DT 2×
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Regular hours (max 40/wk)

Overtime hours (1.5×)

Double-time hours (2×)

GROSS PAY

California overtime: 1.5× after 8 hours/day or 40 hours/week and for the first 8 hours on a 7th consecutive workday; 2× after 12 hours/day. Confirm current rules at dir.ca.gov.

Employee signature / date

Manager signature / date