WEEKLY TIMESHEET

Week of _____. Hours in decimals: 7.5 is 7 hours 30 minutes.

Employee	Employee no.	Designation	Work permit no.
Site or client	Normal hours a day	Weekly rest day	Shift worker

Date	Day	Day type	Time in	Time out	Break	Normal	OT, day	OT, 10 pm to 4 am	Rest day or holiday	Total hours	Task or remarks
				Week							

Overtime pay for the week (on the basic wage)

Monthly basic wage, AED	
Basic hourly wage (basic ÷ 30 ÷ 8)	
Daytime overtime: hours x hourly x 1.25	
Overtime from 10 pm to 4 am: hours x hourly x 1.5	
Rest day or holiday paid, not given back: hours x hourly x 1.5 (8 hours = the day)	
Overtime pay for the week, AED	

Employee: these are the hours I worked

Supervisor: overtime was requested

Client site representative (if deployed)

HR or payroll

MONTHLY OVERTIME SUMMARY

Month: _____, for the WPS salary run

Employee	Emp. no.	Basic wage, AED	Days worked	OT hours, day	OT hours, night	Rest days or holidays paid	Hourly basic	Day OT pay (x 1.25)	Night OT pay (x 1.5)	Rest day pay (x 1.5)	Overtime pay, AED
Total											

Notes

Hourly basic = basic ÷ 30 ÷ 8. Overtime is paid on the basic wage, without allowances. Night overtime (10 pm to 4 am) is at 50% except for shift workers, who get 25%. Pay goes into the month's salary through WPS.

Prepared by (site)

Checked by (operations)

Approved by (HR)