

Overtime & Allowance Payroll Statement

For the Period: June 2024

Employee Name:

Jane Doe

Employee ID:

EMP-10293

Department:

Operations

Designation:

Shift Supervisor

Payroll Date:

30 June 2024

Bank A/C:

XXXX-4567

Details of Overtime & Allowances

Description	Unit	Rate	Amount
Overtime Hours (Weekdays)	12 hrs	\$20/hr	\$240.00
Overtime Hours (Weekend)	8 hrs	\$30/hr	\$240.00
Night Shift Allowance	5 shifts	\$15/shift	\$75.00
Travel Allowance	Fixed	\$50	\$50.00
Meal Allowance	10 meals	\$8/meal	\$80.00
Gross Overtime & Allowances Total			\$685.00
Tax Deduction			-\$61.65
Other Deduction (Loan)			-\$50.00
Net Payable Amount			\$573.35

Remarks

No further claims for the above period shall be entertained once this statement is acknowledged.

Important Notes

- This statement should be reviewed for accuracy before sign-off.
- All payments are subject to tax and other statutory deductions as applicable.
- Keep a copy of this document for your personal records.
- Contact the HR/Payroll department immediately in case of discrepancies.
- Overtime must be pre-approved according to company policy.