

**ABC Corporation**

123 Main Street, Business District  
City, Country ZIP  
Tel: 123-456-7890

Date: 2024-06-25

## Daily Overtime Pay Computation Sheet

Employee Name	John Doe	Employee ID	EMP-0012
Department	Operations	Position	Machine Operator

Date	Regular Hours	Overtime Hours	Overtime Rate	Overtime Pay	Remarks
2024-06-20	8	2	150.00	300.00	Approved
2024-06-21	8	3	150.00	450.00	Approved
2024-06-22	8	1	150.00	150.00	Approved
<b>Total</b>		<b>6</b>		<b>900.00</b>	

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Employee's Signature

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Supervisor's Signature

### Important Notes:

- This sheet must be filled daily and submitted at the end of each pay period.
- Only approved overtime hours are considered in the computation.
- Ensure all overtime is authorized by the supervisor before claiming pay.
- Any discrepancies should be reported immediately to the HR department.
- Keep a personal copy of this document for your records.