

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
Total		6		900.00	

Employee's Signature

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.