

Hourly Overtime Calculation Report

REPORT DATE	2024-06-29	DEPARTMENT	Manufacturing
PREPARED BY	Jane Smith	SUPERVISOR	John Doe
PERIOD COVERED	2024-06-01 to 2024-06-15		

Overtime Details

EMPLOYEE NAME	EMPLOYEE ID	REGULAR HOURS	OVERTIME HOURS	OT RATE/HOUR	TOTAL OT AMOUNT
Alice Tan	EMP1045	80	12	\$22.50	\$270.00
Ben Chan	EMP1062	82	8	\$23.00	\$184.00
Cheryl Lim	EMP1083	76	14	\$20.00	\$280.00
GRAND TOTAL					\$734.00

Remarks

Overtime recorded above has been verified with the daily attendance logs and approved by department supervisors.

Important Notes

- All overtime hours must be pre-approved and documented accordingly.
- Calculation is based on company OT policy and government labor regulations.
- Discrepancies must be reported to HR within two working days of report issuance.
- Employees must sign the attendance log to validate OT claims.