

Monthly Overtime Payment Calculation Document

Employee Details

Name: John Doe
Employee ID: 12345
Department: Finance
Month: June 2024

Overtime Details

Date	Day	Regular Hours	Overtime Hours	Overtime Rate	Overtime Pay
2024-06-05	Wednesday	8	2	\$15.00/hr	\$30.00
2024-06-12	Wednesday	8	3	\$15.00/hr	\$45.00
2024-06-19	Wednesday	8	1.5	\$15.00/hr	\$22.50
2024-06-26	Wednesday	8	2.5	\$15.00/hr	\$37.50
Total Overtime Pay					\$135.00

Approval

Prepared by: _____
Approved by: _____
Date: _____

Important Notes:

- All overtime calculations are based on approved overtime hours only.
- Overtime rates may vary depending on company policy and government regulations.
- Ensure timesheets are submitted and approved before payroll processing.
- This document should be securely stored for payroll records and auditing purposes.
- Any discrepancies must be reported to HR within 5 working days.