

Overtime Calculation Electronic Spreadsheet Format

Employee Name: John Doe **Employee ID:** EMP00123
Department: Finance **Month:** June 2024

Date	Day	Scheduled End Time	Actual End Time	Overtime Hours	Overtime Rate	Total Overtime Pay	Remarks
2024-06-01	Sat	17:00	19:30	2.5	1.5x	â±750.00	
2024-06-04	Tue	17:00	20:00	3.0	1.5x	â±900.00	Project deadline
2024-06-12	Wed	17:00	18:00	1.0	1.5x	â±300.00	
Total Overtime Hours			6.5	Total Pay	â±1,950.00		

Important Notes:

- Overtime hours must be pre-approved by the supervisor or manager.
- Electronic records should be kept accurate and up-to-date.
- Overtime rates are based on the company's policy and may vary as per labor regulations.
- Supporting documents or explanations must be attached for remarks or special cases.
- This document should be reviewed and signed before payroll processing.