

# 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 companyâ€™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.