

Overtime Calculation Payroll Attachment

Company Name: _____

Payroll Period: _____

Date Prepared: _____

Employee Name	Employee ID	Department	Basic Salary	OT Date	OT Hours	OT Rate	OT Amount
John Doe	EMP001	Finance	\$2,500	2024-06-10	3	1.5x	\$43.13
Jane Smith	EMP024	HR	\$2,800	2024-06-12	2	2.0x	\$56.00
Sam Lin	EMP037	IT	\$3,000	2024-06-13	1.5	1.5x	\$28.13

Prepared By: _____

Checked By: _____

Important Notes

- All overtime calculations are based on company policy and prevailing labor regulations.
- Ensure all overtime hours are approved before processing payroll.
- This attachment should be reviewed and signed by the designated personnel before submission.
- Discrepancies or errors must be reported immediately for timely correction.
- Retain a copy of this document for audit and reference purposes.