

ABC Corporation

123 Main Street, Suite 400

Cityville, State 00000

Phone: (123) 456-7890

Overtime Payment Summary

Date: June 24, 2024

Document No: OT-2024-061

Employee Information

Name	John Doe	Employee ID	EMP12345
Department	Finance	Position	Accountant

Overtime Payment Details

Date	Day	Hours Worked	Overtime Rate	Total Overtime Pay
2024-06-10	Monday	2	\$30/hr	\$60.00
2024-06-14	Friday	3	\$30/hr	\$90.00
2024-06-19	Wednesday	1.5	\$30/hr	\$45.00
Total Overtime Payment				\$195.00

Approvals

Prepared By	Verified By	Approved By
Jane Smith HR Officer Date: 2024-06-22	Tom Brown Payroll Manager Date: 2024-06-23	Lisa White Department Head Date: 2024-06-24

Important Notes

- Overtime hours must be pre-approved and properly documented.
- This document should be retained for company records and potential audits.
- All calculations are based on company policy and applicable labor laws.
- Any discrepancies should be reported to the HR department immediately.
- Overtime payments are subject to tax deductions as per governing regulations.