

Company Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Location: \_\_\_\_\_

# Overtime Attendance Sheet for Payroll Adjustments

Month: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Date Prepared: \_\_/\_\_/\_\_\_\_

S. No.	Employee Name	Employee ID	Designation	Date	Scheduled Hours	Overtime Hours	Total Hours Worked	Reason for Overtime	Supervisor Approval
1	_____	_____	_____	__/__/__	_____	_____	_____	_____	_____
2	_____	_____	_____	__/__/__	_____	_____	_____	_____	_____
3	_____	_____	_____	__/__/__	_____	_____	_____	_____	_____

\_\_\_\_\_  
Prepared By  
  
\_\_\_\_\_  
Checked By  
  
\_\_\_\_\_  
Approved By (Manager)

## Important Notes:

- Ensure all overtime entries are verified and approved by the respective supervisor or manager.
- Overtime hours should be calculated according to company policy and labor laws.
- Incomplete or incorrect entries may delay payroll adjustments.
- Attach supporting documents or explanations if overtime is exceptional or recurrent.
- This sheet forms a part of the official payroll records and should be retained for audit purposes.