

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.