

Automated Overtime Calculation Spreadsheet

Employee Overtime Log & Calculation

Employee Name	Date	Regular Hours	Overtime Hours	Total Hours Worked	Overtime Rate	Overtime Pay
Jane Doe	2024-06-10	8	2	10	\$30.00	\$60.00
John Smith	2024-06-10	8	1.5	9.5	\$25.00	\$37.50
Alex Green	2024-06-10	8	0	8	\$28.00	\$0.00
Mia Lee	2024-06-10	8	3	11	\$32.00	\$96.00

Overtime Calculation Formula

Overtime Pay = Overtime Hours × Overtime Rate

Important Notes:

- Overtime hours are calculated as total hours worked beyond standard regular hours per day.
- Ensure the overtime rate complies with company policy and local labor laws.
- Verify all entries for accuracy before payroll processing.
- Any manual adjustment should be properly documented and authorized.
- Keep the spreadsheet secure to protect employee information.