Department-Wise Overtime Calculation Document

Date: 2024-06-10 **Prepared By:** HR Department

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Overtime Summary by Department

Department	Total Employees	Total Overtime Hours	Average Overtime Hours/Employee	Overtime Amount (USD)
Production	25	295	11.8	3,540
Maintenance	10	118	11.8	1,416
Logistics	8	63	7.9	756
Quality Control	5	30	6.0	360
Administration	6	42	7.0	504
Total	54	548	-	6,576

Calculation Method

- Overtime hours as per attendance records.
- Overtime amount calculated at 1.5 times the regular hourly wage.
- Only approved overtime requests included.

Important Notes

- Ensure all overtime entries are verified and approved by supervisors before processing.
- This document should be reviewed monthly for accuracy and compliance.
- OT calculations may be subject to change based on company policy or legal regulations.
- Maintain supporting documents (attendance, approvals) for audit purposes.