

Employee-Wise Overtime Calculation Sheet

Month: June 2024 | Department: Operations

Employee ID	Employee Name	Designation	Normal Hours	OT Hours	OT Rate (per hr)	Total OT Amount	Remarks
EMP001	Sara Lee	Supervisor	160	12	â,1150	â,11,800	-
EMP002	Mohit Sharma	Technician	160	18	â,1120	â,12,160	Night OT
EMP003	Ramesh Patel	Operator	160	8	â,1120	â,1,960	-
EMP004	Fatima Rizvi	Helper	160	15	â,1100	â,11,500	-
EMP005	Sunil Kumar	Driver	160	10	â,1140	â,11,400	Weekend OT

- Important Notes:
- All overtime hours are strictly based on approved timesheets by respective supervisors.
 - OT rates vary according to designation and are subject to company payroll policy.
 - Overtime payments are subject to statutory deductions as applicable under labor law.
 - Unauthorized or unapproved overtime shall not be considered for payment.
 - Please retain this calculation sheet as a record for payroll processing and audits.