

# 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	₹150	₹1,800	-
EMP002	Mohit Sharma	Technician	160	18	₹120	₹2,160	Night OT
EMP003	Ramesh Patel	Operator	160	8	₹120	₹960	-
EMP004	Fatima Rizvi	Helper	160	15	₹100	₹1,500	-
EMP005	Sunil Kumar	Driver	160	10	₹140	₹1,400	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.