

Monthly Overtime Statement

Employee Name: John Doe

Employee ID: 100234

Designation: Production Supervisor

Department: Manufacturing

Month: June 2024

Prepared by: HR Department

Date	Day	Regular Hours	Overtime Hours	Remarks
01-06-2024	Saturday	8	2	Project Deadline
03-06-2024	Monday	8	1	Inventory Work
12-06-2024	Wednesday	8	1.5	Monthly Audit
15-06-2024	Saturday	8	2	Maintenance
24-06-2024	Monday	8	1	Meeting
Total Overtime Hours			7.5	

Prepared By

Checked By (Supervisor)

Employee Signature

Important Notes:

- Only approved overtime hours are considered for payment.
- Overtime statements must be verified and signed by the employee's supervisor.
- Maintain supporting documents justifying overtime work.
- All statements should be submitted to HR by the 5th of the following month.