

Overtime Calculation Sheet

Employee Name: _____

Employee ID: _____

Department: _____

Period From: _____

Period To: _____

Date Submitted: _____

Overtime Details

Date	Day	Start Time	End Time	Total Hours	Reason / Task Description

Total Overtime Hours: _____

Overtime Rate: _____

Total Amount: _____

Approval Section

Prepared by:

Date: _____

Checked by (Supervisor): _____

Date: _____

Approved by (Manager/HR): _____

Date: _____

Important Notes

- All overtime hours must be approved by the appropriate supervisor or manager.
- Attach supporting documents if required.
- Overtime should comply with the company's overtime policy and relevant labor laws.
- Incomplete or inaccurate sheets may delay processing or reimbursement.
- Submission deadlines should be strictly followed.