Overtime Hours & Pay Calculation

Employee Overtime Record

Employee Name	Department	Regular Hours	Overtime Hours	Hourly Rate	Overtime Rate	Total Overtime Pay
John Doe	Sales	40	5	$20.00	$30.00	$150.00
Jane Smith	Marketing	40	8	$22.00	$33.00	$264.00
Michael Brown	IT	40	3	$25.00	$37.50	$112.50

Overtime Calculation Formula

Description	Formula
Overtime Rate	= Hourly Rate × 1.5
Total Overtime Pay	= Overtime Hours × Overtime Rate

Important Notes:

- Overtime must be pre-approved by the supervisor or management.
- Verify local labor laws and company HR policies for accurate overtime rates.
- This template assumes the standard overtime multiplier is 1.5 (time and a half).
- Double-check calculations for accuracy before payroll processing.
- Retain this document for audit and compliance purposes.