Project-Based Overtime Calculation Format

Project Name: _____
Project Code: _____
Department: _____
Reporting Period: _____
Prepared By: _____
Date: _____

Overtime Calculation Table

#	Employee Name	Employee ID	Role	Date	Regular Hours	Overtime Hours	Overtime Rate	Total Overtime Pay	Project Task/Remarks
1	John Doe	EMP001	Engineer	2024-06-15	8	2	$30.00	$60.00	Site Inspection
2	Jane Smith	EMP007	Supervisor	2024-06-15	8	3	$40.00	$120.00	Progress Reporting

Approval:

Name	Designation	Signature	Date

Important Notes:

- Overtime calculations should comply with company and legal policies.
- Ensure all overtime entries are duly authorized and documented.
- This format is intended for project-based overtime only.
- Attach supporting documents if required (e.g., attendance reports).
- Review all entries before submission to the payroll department.