

Standard Overtime Calculation Sheet

Employee Name:

John Doe

Employee ID:

EMP-00125

Department:

Production

Designation:

Machine Operator

Month & Year:

June 2024

Prepared By:

HR Department

Overtime Details

Date	Regular Hours	Overtime Hours	Overtime Rate (per hr)	Overtime Amount	Remarks
2024-06-03	8	2	\$15.00	\$30.00	-
2024-06-07	8	3	\$15.00	\$45.00	Approved by Supervisor
2024-06-13	8	1.5	\$15.00	\$22.50	-
2024-06-21	8	2.5	\$15.00	\$37.50	-
2024-06-29	8	2	\$15.00	\$30.00	Weekend OT
Total	40	11		\$165.00	

Important Notes:

- All overtime entries should be verified and approved by the relevant supervisor.
- Calculation is based on the official company overtime policy and current rates.
- Incomplete or inaccurate entries may delay payroll processing.
- Any claims for overtime must be submitted within the pay period deadline.
- This document is for internal use and employee record keeping only.