

# Payroll Register – Overtime Example

Pay Period: June 1, 2024 – June 15, 2024

EMPLOYEE NAME	EMPLOYEE ID	DEPARTMENT	BASIC HOURS	OVERTIME HOURS	BASIC RATE	OVERTIME RATE	GROSS PAY	DEDUCTIONS	NET PAY
Alex Gomez	10021	Operations	80	6	22.00	33.00	1,892.00	340.00	1,552.00
Maria Carter	10045	Finance	80	2	24.00	36.00	1,992.00	420.00	1,572.00
Samuel King	10112	Sales	80	0	20.00	30.00	1,600.00	290.00	1,310.00
Priya Sharma	10130	HR	80	4	21.50	32.25	1,790.00	312.00	1,478.00
Totals			320	12			7,274.00	1,362.00	5,912.00

Important Notes:

- This register tracks both regular and overtime hours per employee.
- Overtime rates are typically 1.5 times the basic rate; confirm per company policy.
- Gross pay includes both basic and overtime pay before deductions.
- Deductions may include taxes, insurance, and other withholdings.
- Maintaining a payroll register helps ensure accurate and compliant payroll processing.