

Overtime Attendance Record

Employee Name		Employee ID	
Department		Position	
Month / Year		Supervisor	

Overtime Details

Date	Day	Time In	Time Out	Total Overtime Hours	Reason / Task	Supervisor's Signature

Total Overtime Hours (This Month)	
Employee Signature	
Approval – Supervisor	
Date Approved	

Important Notes

- Overtime must be approved by a supervisor before being undertaken whenever possible.
- Accurate and complete records must be maintained for audit and payout purposes.
- All overtime claims are subject to company policies and may require justification of the reason/task.
- Unauthorized overtime may not be eligible for compensation.
- This record should be submitted to HR at the end of each month.