

Approval-based Overtime Calculation Sheet

Employee Name	_____	Employee ID	_____
Department	_____	Month/Year	_____

Overtime Records

Date	Day	Scheduled Hours	Actual Hours Worked	Overtime Hours	Reason / Description	Immediate Supervisor Approval
___/___/___	_____	_____	_____	_____	_____	Yes / No
___/___/___	_____	_____	_____	_____	_____	Yes / No
___/___/___	_____	_____	_____	_____	_____	Yes / No
Total Overtime Hours				_____		

Summary & Approval

Calculated Overtime Pay	_____
-------------------------	-------

Employee Signature

Date: ___/___/___

Supervisor/Manager Approval

Date: ___/___/___

HR/Payroll Verification

Date: ___/___/___

Important Notes:

- Overtime must be pre-approved by the immediate supervisor or manager.
- Ensure all overtime entries are supported with valid reasons.
- This sheet should be submitted along with the monthly attendance records.
- Incomplete forms or lack of approvals may result in payment delays.
- Overtime calculations must comply with company policy and local labor laws.