

Daily Overtime Records Format for Staff

Staff Name:

Department:

Date:

No.	Time In	Time Out	Total OT Hours	Work Description	Supervisor's Remarks
1					
2					
3					
4					
5					

Staff Signature:

Supervisor Signature:

Important Notes:

- Overtime entries must be entered daily and verified by the immediate supervisor.
- All overtime work should be approved before it is performed.
- Describe clearly the specific tasks or reasons for the overtime in the 'Work Description' column.
- Incomplete records may not be accepted for payroll processing.
- Both staff and supervisor signatures are required for valid documentation.