

Department-wise Overtime Calculation Sheet

June 2024

Department	Employee Name	Employee ID	OT Hours	Rate/Hour	PR001	Total OT Amount	Remarks	\$15	\$180	
Department	Employee Name	Employee ID	OT Hours	Alice Lee	Rate/Hour	PR015	Total OT Amount	8	Remarks	\$15
Department	Employee Name	Employee ID	OT Hours	Rajesh Kumar	Rate/Hour	MT008	Total OT Amount	10	Remarks	\$18
Department	Employee Name	Employee ID	OT Hours	Maria Santos	Rate/Hour	AD003	Total OT Amount	12	Remarks	\$60

Important Notes

- Overtime hours should be accurately recorded and approved by department supervisors.
- Ensure OT calculation is based on company policy and local labor regulations.
- Supporting documents may be required for audit and transparency purposes.
- Employees are advised to confirm OT rates and payment terms with Human Resources.
- This sheet should be reviewed monthly for accuracy and completeness.