

Department-wise Overtime Calculation Sheet

June 2024

Department	Employee Name	Employee ID	OT Hours	Rate/Hour	Total OT Amount	Remarks	\$15	\$180
Department	Employee Name	Employee ID	OT Hours	Rate/Hour	Total OT Amount	Remarks	\$15	
Department	Employee Name	Employee ID	OT Hours	Rate/Hour	Total OT Amount	Remarks	\$18	
Department	Employee Name	Employee ID	OT Hours	Rate/Hour	Total OT Amount	Remarks	\$12	\$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.