

Individual Staff Overtime Log

Employee Name		Position	
Department		Employee ID	
Month/Year		Supervisor	

Overtime Details

Date	Day	Time Started	Time Ended	Total Hours	Reason for Overtime	Supervisor's Initial

Prepared by		Date	
Checked by		Date	
Approved by		Date	

Important Notes:

- Overtime must be pre-approved by the authorized supervisor.
- Log entries should be made daily and be as accurate as possible.
- This document serves as the basis for overtime payment or compensation.
- Any alterations must be countersigned by the concerned authorities.
- Attach supporting documents if required.