

# Monthly Overtime Calculation Sheet

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Month: \_\_\_\_\_

Date	Day	Regular Hours	Overtime Hours	OT Rate	OT Amount	Supervisor Approval
2024-06-01	Sat	8	2	1.5x		
2024-06-02	Sun	8	3	2x		
...	...					
Total Overtime Hours				Total OT Amount		

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Overtime calculations must comply with local labor laws and company policy.
- All overtime entries require supervisor approval with valid justification.
- Ensure accurate recording of OT hours and rates for transparent salary disbursement.
- Keep supporting attendance records for audit and verification purposes.