

Overtime Calculation with Allowance Sheet

Employee Name: _____
Employee ID: _____
Department: _____
Month: _____

Overtime Details

Date	Regular Hours	Overtime Hours	Allowance Type	Allowance Amount	Remarks
2024-06-01	8	2	Meal Allowance	250	
2024-06-02	8	3	Transport Allowance	150	
2024-06-03	8	1	Meal Allowance	250	
Total				650	

Overtime Pay Calculation

Total Overtime Hours	OT Rate per Hour	Total OT Pay	Total Allowance	Grand Total
6	500	3,000	650	3,650

Prepared By

Checked By

Approved By

Important Notes

- All overtime hours must be approved by the supervisor in advance.
- Allowances are granted according to company policy and may vary by shift and location.
- Ensure all entries are supported with proper documentation and attendance records.
- This sheet should be submitted to the HR/Payroll department at the end of each month.
- Discrepancies or queries should be reported within 5 working days.