

Overtime Calculation Sheet

Employee Name: John Doe
Employee ID: 13579
Department: Production
Period: 01 - 07 Jun 2024

Time In/Out Details

Date	Time In	Time Out	Regular Hours	Overtime Hours	Supervisor Initial
01 Jun 2024	08:00	19:00	8	3	
02 Jun 2024	08:05	18:30	8	2.5	
03 Jun 2024	08:00	17:15	8	1.25	
04 Jun 2024	08:10	20:00	8	3.83	
05 Jun 2024	08:00	18:00	8	2	
06 Jun 2024	08:03	17:45	8	1.7	
07 Jun 2024	08:00	19:30	8	3.5	
Total Overtime Hours				17.78	

Important Notes

- Overtime must be pre-approved by the respective supervisor/manager.
- All time in/out entries should be accurate and based on actual working hours.
- Supervisor’s initials are required for daily overtime verification.
- Overtime is calculated as hours worked beyond the regular 8-hour shift.
- Any discrepancies should be reported within 3 days of issuance.