

# Overtime Summary Report Sheet

Department: Human Resources

Month: June 2024

Prepared By: Jane Doe

Date: 2024-07-01

Employee Name	Employee ID	Designation	Total OT Hours	Approved By	Remarks
John Smith	HR102	Manager	12	Anna Brown	
Susan Walker	HR118	Assistant	9.5	Anna Brown	Weekend coverage
Jacob Lee	HR120	Coordinator	10	Anna Brown	
Karen Diaz	HR129	Specialist	8	Anna Brown	Late project

## Summary

Total Employees	4
Total Overtime Hours	39.5
Reviewed By	Anna Brown

## Important Notes

- Overtime must be pre-approved by the department head before work begins.
- Ensure all overtime hours are accurately recorded and verified by both the employee and supervisor.
- Attach supporting documents if special circumstances apply (e.g. project deadlines, emergencies).
- This report should be submitted to Payroll for accurate calculation of overtime pay.
- Falsification or misreporting of overtime hours may result in disciplinary action.