

Project-based Overtime Calculation Sheet

Project Name
[Sample Engineering Project]

Project Code
[PRJ-2024-001]

Period Covered
[01-June-2024 to 15-June-2024]

Prepared By
[John Doe]

Department
[Operations]

Date Prepared
[15-June-2024]

Employee Name	Employee ID	Designation	Date	Regular Hours	OT Hours	OT Rate (/hr)	Total OT Amount	Remarks
Anna Smith	EMP102	Site Engineer	02-June-2024	8	2	30.00	60.00	-
Mark Lee	EMP148	Supervisor	05-June-2024	8	3	40.00	120.00	Night Shift
Priya Sharma	EMP134	Welder	08-June-2024	8	1.5	25.00	37.50	-
					6.5		217.50	Total

- Ensure all overtime entries have supporting attendance and approval documents.
- Overtime calculations must comply with company policies and relevant labor laws.
- Any corrections or amendments should be properly documented and approved.
- The rates and period covered must be double-checked for accuracy before submission.
- This sheet is for internal use; do not share externally without management consent.