

Overtime Payroll Summary Report

Company: Sample Corporation

Department: Operations

Report Period: 2024-05-01 to 2024-05-31

Report Date: 2024-06-01

Summary Table

Employee ID	Name	Position	OT Hours	OT Rate	Total OT Pay
1001	Jane Doe	Supervisor	12	\$25.00	\$300.00
1002	John Smith	Technician	15	\$18.00	\$270.00
1003	Susan Clark	Operator	10	\$15.00	\$150.00
1004	David Lee	Technician	8	\$18.00	\$144.00
Totals			45		\$864.00

Important Notes

- Overtime should be authorized and documented according to company policy.
- Ensure all OT hours are verified and approved by the respective manager prior to payroll processing.
- Check local labor regulations for compliance with overtime pay calculations.
- Retain this report for audit and record-keeping purposes.
- For any discrepancies, contact the HR or Payroll department immediately.