

Overtime Payroll Register

Company: Sample Company Ltd. **Department:** Operations **Payroll Period:** 01/06/2024 - 15/06/2024

#	Employee ID	Employee Name	Designation	Date	OT Hours	OT Rate	OT Amount	Remarks
1	EMP00123	John Doe	Technician	02/06/2024	4	200	800	Project A
2	EMP00456	Jane Smith	Supervisor	03/06/2024	3	300	900	Urgent Task
3	EMP00234	Michael Lee	Operator	05/06/2024	2	180	360	Overtime Shift
4	EMP00789	Aisha Ali	Machinist	11/06/2024	5	210	1050	Machine Maintenance
5	EMP00551	Ravi Patel	Clerk	13/06/2024	1	150	150	Document Filing
Total Overtime Amount							3260	

Important Notes

- Overtime records must be verified and approved by authorized personnel before payroll processing.
- OT rate varies according to employee designation and company policy.
- All overtime hours claimed should be supported by valid justification and documentation.
- This register should be securely filed for payroll audit and statutory compliance.
- Any discrepancies must be reported and rectified promptly.