

Daily Overtime Report Tracking Spreadsheet

The **daily overtime report tracking spreadsheet** is an essential tool for monitoring employee work hours and managing overtime efficiently. It simplifies data entry and provides accurate, real-time insights into daily overtime trends. This spreadsheet helps businesses ensure compliance and optimize labor costs effectively.

Date	Employee Name	Department	Regular Hours	Overtime Hours	Total Hours	Supervisor Approval	Notes
2024-06-20	Jonathan Lee	Production	8	2	10	Yes	Extra shift due to high demand
2024-06-20	Sara Blake	Logistics	8	1.5	9.5	Yes	Late truck arrival
2024-06-20	Mike Dawson	Maintenance	8	0	8	No	--
Totals			24	3.5	27.5		