

# Downloadable Overtime Form Sample for Employees

Access a convenient **downloadable overtime form sample** designed specifically for employees to accurately record extra working hours. This template ensures clear documentation and helps streamline the approval process for additional pay. Easily customizable, it meets various organizational requirements and labor regulations.

## Overtime Request Form (Sample)

Employee Information

Employee Name:

Employee ID:

Department:

Supervisor:

Overtime Details

Date(s) of Overtime:

Start Time:

End Time:

Total Overtime Hours:

Reason for Overtime:

Approval

Employee Signature:

Supervisor Approval:

Date Approved:

Submit Overtime Request

[Download Overtime Form Sample \(Word\)](#)

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