

Employee Overtime Attendance Form

This **employee overtime attendance form** sample is designed specifically for hourly staff to accurately track and record extra working hours. It helps ensure compliance with labor regulations and simplifies payroll processing. Employers can use this template to maintain organized and verifiable overtime records.

Employee Information

Employee Name		Employee ID	
Department		Position	

Overtime Details

Date	Scheduled Time In	Scheduled Time Out	Actual Time In	Actual Time Out	Total Overtime Hours	Reason for Overtime	Supervisor Approval (Initials)

Employee Declaration

I hereby confirm that the overtime hours indicated above are accurate and have been worked by me as recorded.

Employee Signature		Date	
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Supervisor Verification

I verify that the overtime hours listed have been reviewed and approved in accordance with company policies.

Supervisor Name		Signature		Date	
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