

Overtime Form Sample in Excel Format

Download our **overtime form sample** in Excel format to efficiently track employee extra working hours. This template ensures accurate record-keeping and simplifies payroll processing. Customize the form easily to suit your organizational needs.

Employee Name	Employee ID	Department	Date	Regular Hours	Overtime Hours	Total Hours	Reason for Overtime	Supervisor Approval
John Doe	EMP1024	Finance	2024-06-16	8	2	10	Quarterly reporting	
Jane Smith	EMP1056	Operations	2024-06-16	8	1.5	9.5	System upgrade	

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