

# Monthly Overtime Timesheet Form

This **monthly overtime timesheet form** sample PDF helps employees accurately record their extra working hours each month. It ensures clear documentation for payroll processing and compliance with labor regulations. Easily customizable, this form streamlines overtime tracking for both staff and management.

Employee Name:			
Department:		Month/Year:	

Date	Regular Hours	Overtime Hours	Description/Reason	Supervisor's Initials

Total Overtime Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

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