

Overtime Form Sample for Multiple Employees

This **overtime form sample** is designed to efficiently record extra working hours for multiple employees, ensuring accurate tracking and payroll processing. It simplifies the documentation process by consolidating all relevant details in one comprehensive template. Using this form helps maintain transparency and compliance with labor regulations.

Company Information

Company Name		Department	
Manager/Supervisor		Date	

Employees Overtime Record

#	Employee Name	Employee ID	Date(s) of Overtime	Reason for Overtime	Regular Hours	Overtime Hours	Supervisor Approval (Initials)
1							
2							
3							

Additional Notes / Comments

Signatures

Prepared By		Date	
Approved By (HR/Payroll)		Date	

Note: All overtime hours must be approved prior to work being performed and documented with appropriate justification. Attach additional sheets if more space is needed.