

Overtime Timesheet Form Sample

Use this **overtime timesheet form sample** to accurately record extra working hours for government employees. It ensures compliance with official guidelines and facilitates efficient payroll processing. Download and customize the template to meet your department's requirements.

Instructions: Fill out all the information below. Submit the completed form to your supervisor or HR/payroll department.

Employee Information

Name		Department	
Employee ID		Position	

Overtime Details

Date	Start Time	End Time	Total Overtime Hours	Description of Work Performed	Supervisor Initials

Certification

Employee Signature		Date	
Supervisor Signature		Date	

Note: Attach supporting documents if applicable. For internal use only.