

# 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.*