

Payroll Summary Report

With Overtime Details

The **payroll summary report** provides a comprehensive overview of employee earnings, including regular hours and detailed overtime hours. It helps businesses efficiently track salary expenses and ensure accurate compensation. This report is essential for maintaining transparent and compliant payroll management.

Employee Name	Employee ID	Department	Regular Hours	Overtime Hours	Overtime Rate	Gross Pay	Overtime Pay	Total Earnings
Sarah Johnson	E001	Sales	160	12	\$30.00	\$4,000.00	\$360.00	\$4,360.00
Michael Lee	E002	HR	160	5	\$28.00	\$3,850.00	\$140.00	\$3,990.00
Anna Patel	E003	IT	160	20	\$35.00	\$4,500.00	\$700.00	\$5,200.00
Jason Smith	E004	Finance	160	0	\$32.00	\$4,200.00	\$0.00	\$4,200.00
Subtotal			640	37		\$16,550.00	\$1,200.00	\$17,750.00

Notes:

- Regular hours are based on a 40-hour work week.
- Overtime rate is 1.5x the regular hourly rate as per company policy.
- This report is intended for internal payroll management purposes only.