

# Sample Filled Temporary Employee Overtime Timesheet

This **temporary employee overtime timesheet** is a sample document used to accurately record the extra hours worked by temporary staff. It helps ensure proper calculation of overtime pay and maintains clear attendance records. The timesheet provides an organized format for efficient time tracking and payroll processing.

## Employee Details

Employee Name	Jane Doe	Employee ID	TMP-2341
Department	Customer Service	Supervisor	Robert Smith
Week Starting	2024-06-10		

## Weekly Overtime Timesheet

Date	Day	Regular Hours	Overtime Hours	Total Hours	Supervisor Initials
2024-06-10	Monday	8	2	10	RS
2024-06-11	Tuesday	8	1.5	9.5	RS
2024-06-12	Wednesday	8	0	8	RS
2024-06-13	Thursday	8	2	10	RS
2024-06-14	Friday	8	1	9	RS
Totals		40	6.5	46.5	

## Employee Certification

I certify that the hours recorded above are accurate and have been worked as indicated.

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

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

## Supervisor Approval

I have reviewed and approve the above submission.

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

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