Overtime Tracking Timesheet Form

Efficiently manage work hours with this **overtime tracking timesheet form sample**, designed to accurately record extra hours worked. It simplifies payroll calculations and ensures compliance with labor regulations. Ideal for businesses aiming to streamline employee time management and boost productivity.

Employee Name:

Employee ID:

Department:

Period (Week/Month):

Date	Regular Hours	Overtime Hours	Reason for Overtime	Supervisor Approval
Total				

Employee Signature: **Date:**

Submit Timesheet

Note: Please review and ensure all overtime entries are accurate and sufficiently justified before submission for payroll processing.