

Timesheet Verification Form - Overtime Hours

This **timesheet verification** form simplifies the process of confirming overtime hours worked by employees. It ensures accuracy and compliance by detailing hours, dates, and employee signatures. Utilizing this form helps organizations maintain transparent and efficient payroll management.

Employee Information

Employee Name		Employee ID	
Department		Supervisor Name	

Overtime Hours Verification

Date	Regular Hours Worked	Overtime Hours Worked	Description of Overtime Work

Total Overtime Hours:

Employee Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____