

Weekly Employee Overtime Attendance Form

The **weekly employee overtime attendance form** sample provides a structured template to accurately record additional work hours beyond regular schedules. It ensures proper tracking and management of employee overtime for payroll and compliance purposes. This form facilitates transparent and efficient monitoring of extra hours worked each week.

Employee Information

Employee Name		Employee ID	
Department		Manager/Supervisor	
Week Starting		Week Ending	

Daily Overtime Record

Date	Regular Hours	Overtime Hours	Reason for Overtime	Supervisor Initials
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				

Signatures

Employee Signature		Date	
Supervisor Signature		Date	