

Monthly Employee Overtime Report

Month: _____
Department: _____

Employee ID	Name	Designation	Normal Hours	Overtime Hours	Total Hours	Overtime Rate	Overtime Payment	Approved By
EMP001	Jane Doe	Staff	160	12	172	\$20/hr	\$240	Manager Name
EMP002	John Smith	Technician	160	8	168	\$22/hr	\$176	Manager Name

Note: This report provides a structured overview of extra hours worked by employees within a given month. It helps in monitoring labor costs, ensuring compliance with labor laws, and managing workforce efficiency effectively.

Prepared By: _____ **Date:** _____