

Overtime Claim Form

This **overtime claim form sample** provides a clear and organized layout to accurately report detailed hours worked beyond regular shifts. It ensures that all extra time is properly documented for compensation and approval. Using this form helps maintain transparency and efficient payroll processing.

Employee Details

| | | | |
|---------------|--|-------------|--|
| Employee Name | | Employee ID | |
| Department | | Position | |

Overtime Details

| Date | Regular Shift | Overtime Start | Overtime End | Total OT Hours | Reason for Overtime |
|------------|---------------|----------------|--------------|----------------|---------------------|
| 2024-06-01 | 09:00 - 17:00 | 17:15 | 19:30 | 2.25 | Project deadline |
| 2024-06-02 | 09:00 - 17:00 | 17:05 | 20:00 | 2.92 | System upgrade |

Total OT Hours Claimed:

| | | | |
|---------------------|--|------|--|
| Employee Signature | | Date | |
| Supervisor Approval | | Date | |