

Employee Overtime Work Record Form Sample

This **employee overtime work record form sample** provides a structured template to accurately track and document additional hours worked by employees. It ensures clear communication and proper calculation of overtime compensation. Utilizing this form helps businesses maintain compliance with labor regulations and streamline payroll processes.

Employee Information

Employee Name		Employee ID	
Department		Supervisor	

Overtime Details

Please fill out daily overtime hours below

Date	Scheduled Hours	Overtime Hours Worked	Description/Reason for Overtime	Employee Initials	Supervisor Approval
Total Overtime Hours:					

Signatures

Employee Signature		Date	
Supervisor Signature		Date	

Keep a copy of this form for your records. Submit the original to the Human Resources or Payroll Department.