

Overtime Hours Timesheet Submission Form Sample

The **overtime hours timesheet submission form** sample provides a structured way for employees to accurately report extra hours worked. This form ensures proper documentation for payroll processing and compliance with labor regulations. Utilizing a standardized template streamlines the submission and approval of overtime work.

Employee Information

Employee Name:

Employee ID:

Department:

Supervisor Name:

Overtime Details

Date	Regular Hours	Overtime Hours	Description of Work Performed

Employee Confirmation

☐

 I confirm that the above overtime hours are accurate and were approved by my supervisor.

Employee Signature:

Date:

Supervisor Approval

Supervisor Signature:

Date:

Submit Form