Timesheet Form Sample Excel with Overtime Calculation

Download our **timesheet form sample Excel** to easily track working hours and calculate overtime accurately. This template simplifies time management by automatically computing overtime based on your input. Ideal for businesses looking to streamline payroll and attendance processes efficiently.

[â¬‡ï¸ Download Timesheet Form Sample (Excel)](#)

Sample Timesheet Table

Date	Employee Name	Time In	Time Out	Regular Hours	Overtime Hours	Total Hours
2024-06-10	John Doe	09:00	18:30	8.0	1.5	9.5
2024-06-11	John Doe	09:15	17:00	7.75	0	7.75
2024-06-12	John Doe	09:00	20:00	8.0	3.0	11.0

How Overtime is Calculated

- Standard regular hours per day: **8 hours**
- Overtime hours are calculated as **Total Hours - Regular Hours** (if total hours exceed 8 per day)
- Excel formulas pre-built in the sheet for instant calculation

Instructions

1. Enter **Date**, **Employee Name**, **Time In**, and **Time Out** daily.
2. **Regular Hours** and **Overtime Hours** are automatically calculated in Excel.
3. Review totals weekly to simplify payroll processing.