

# Employee Overtime Attendance Record Form Sample PDF

The **Employee Overtime Attendance Record Form** sample PDF is designed to track and document extra working hours accurately. This form helps employers monitor employee overtime for payroll and compliance purposes efficiently. It ensures precise record-keeping and simplifies attendance management in any organization.

## Sample Form Preview

Employee Name	Employee ID	Department	Date	Regular Hours	Overtime Hours	Reason for Overtime	Supervisor Signature
Jane Doe	12345	Accounting	2024-06-30	8	2	Month-end closing	
John Smith	23456	HR	2024-06-30	8	1.5	Training session	

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