

Overtime Hours Report by Department

The **overtime hours report by department** provides a detailed overview of extra working hours logged across various departments. This report helps organizations monitor labor costs and ensure compliance with labor regulations. Managers can use this data to identify trends and optimize workforce allocation effectively.

Department	Overtime Hours	Employees Involved	Reporting Period
Manufacturing	120	15	June 2024
Customer Service	85	10	June 2024
IT	47	6	June 2024
Logistics	70	8	June 2024

Summary:

- The Manufacturing department logged the highest overtime hours this period.
- Overtime distribution should be reviewed for workload balance.
- Consistent tracking assists with cost management and scheduling improvements.