

Overtime Report Template with Approval Status

An **overtime report template with approval status** streamlines tracking of extra work hours while ensuring proper authorization. It provides a clear summary of employee overtime along with real-time approval updates. This template enhances transparency and simplifies payroll processing for managers.

Date	Employee Name	Department	Regular Hours	Overtime Hours	Reason for Overtime	Requested By	Approval Status	Approved/Rejected By	Comments
2024-06-05	Jane Doe	Finance	8	2	Month-end close	J. Smith	Approved	M. Lee	N/A
2024-06-06	John Smith	IT	8	3	Server Upgrade	A. Kim	Pending	N/A	Awaiting manager review
2024-06-07	Maria Lopez	Operations	8	1.5	Inventory Check	R. Patel	Rejected	S. Rogers	Budget limit reached