Quarterly Overtime Report

The **quarterly overtime report** provides a detailed analysis of employee overtime hours, helping management identify trends and control labor costs effectively. This report supports informed decision-making by highlighting areas where overtime exceeds budgetary limits. Regular review ensures operational efficiency and compliance with company policies.

Summary

Department	Total Overtime Hours	Budgeted Overtime Hours	Variance	Comments
Production	320	250	+70	Increased demand in Q2
Logistics	90	100	-10	On target
Customer Support	180	160	+20	Staff shortages in March

Key Overtime Trends

- Production department consistently exceeds overtime limits due to increased workload.
- Logistics department is operating within budgeted overtime.
- Customer support experienced a temporary spike in overtime due to staffing issues.

Recommendations

1. Review staffing levels in Production and Customer Support to minimize overtime costs.
2. Enforce approval processes for overtime hours in departments with frequent overages.
3. Continue monitoring and analyzing overtime data quarterly.

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