

# Overtime Attendance Form

This **overtime attendance form** template is designed specifically for companies to accurately track employee overtime hours. It ensures clear documentation of extended work periods, helping manage payroll and compliance efficiently. Customize the form to suit your organization's unique attendance policies and requirements.

Employee Name:

Employee ID / Dept:  Department

Supervisor:

Overtime Period: From:  To:

Date	Scheduled End Time	Actual Time Out	Total Overtime Hours	Reason / Project	Supervisor Approval
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Overtime Hours  
This Period:

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Supervisor Signature / Date