

Overtime Form Sample for Small Business

Download a **free overtime form sample** designed specifically for small businesses to track and manage employee overtime efficiently. This customizable template simplifies record-keeping and ensures compliance with labor regulations. Use it to streamline payroll processes and maintain accurate overtime documentation.

Employee Name:

Employee ID/Number:

Department:

Week Of (Start Date):

Date	Regular Hours	Overtime Hours	Description/Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Regular Hours:

Total Overtime Hours:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____