

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: <input type="text"/> | Employee ID/Number: <input type="text"/> | Department: <input type="text"/> | Week Of (Start Date): <input type="text"/> |
|--|--|---|--|
| 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: <input type="text"/> | | Total Overtime Hours: <input type="text"/> | |
| Employee Signature: _____ | | Date: _____ | |
| Supervisor Signature: _____ | | Date: _____ | |