

Overtime Attendance Form

This **overtime attendance form** sample helps organizations accurately record employee work hours, including detailed meal break tracking. It ensures compliance with labor regulations while simplifying payroll processing. Use this form to efficiently monitor overtime and break periods for better workforce management.

Employee Information

Employee Name		Employee ID	
Department		Supervisor	

Attendance & Overtime Details

Date	Scheduled Start	Scheduled End	Actual Start	Actual End	Meal Break Start	Meal Break End	Total Hours Worked	Overtime Hours	Supervisor Initials

Employee Attestation

I certify that the above information is accurate to the best of my knowledge.

Employee Signature		Date	
Supervisor Signature		Date	

Note: Ensure all fields are completed. Attach additional sheets if necessary for multiple days. Retain for payroll and compliance records.