

# Overtime Record Form - Hourly Workers

This **printable overtime form** sample is designed specifically for hourly workers to easily record and track extra hours worked. It ensures accurate calculation of overtime pay while maintaining compliance with labor regulations. Download and customize this form to streamline timekeeping and payroll processes.

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Week Starting: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Date	Scheduled Hours	Overtime Hours Worked	Total Hours Worked	Reason for Overtime	Supervisor Approval
Total					

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_