

# Overtime Timesheet Form Sample for Hourly Employees

The **overtime timesheet form sample** for hourly employees simplifies tracking extra work hours accurately. This template ensures precise calculation of overtime pay, promoting transparent payroll management. It is essential for both employers and employees to maintain compliance with labor regulations.

## Employee Information

|               |  |             |  |
|---------------|--|-------------|--|
| Employee Name |  | Employee ID |  |
| Department    |  | Supervisor  |  |
| Week Starting |  | Week Ending |  |

## Daily Hours Worked

| Date | Regular Hours Worked | Overtime Hours Worked | Total Hours | Comments/Notes |
|------|----------------------|-----------------------|-------------|----------------|
|      |                      |                       |             |                |
|      |                      |                       |             |                |
|      |                      |                       |             |                |
|      |                      |                       |             |                |
|      |                      |                       |             |                |
|      |                      |                       |             |                |
|      |                      |                       |             |                |

|                       |  |
|-----------------------|--|
| Total Regular Hours   |  |
| Total Overtime Hours  |  |
| Total Hours This Week |  |

## Approval Signatures

|                              |                |                                |                |
|------------------------------|----------------|--------------------------------|----------------|
| Employee Signature:<br>_____ | Date:<br>_____ | Supervisor Signature:<br>_____ | Date:<br>_____ |
|------------------------------|----------------|--------------------------------|----------------|