

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:	Date:	Supervisor Signature:	Date:
_____	_____	_____	_____