Sample Overtime Report for Payroll Processing

This **sample overtime report** provides a detailed summary of employees' extra working hours, ensuring accurate payroll processing. It includes essential data such as employee names, dates, hours worked, and overtime rates. Using this report helps streamline payroll calculations and maintain compliance with labor regulations.

Employee Name	Date	Regular Hours	Overtime Hours	Overtime Rate	Total Overtime Pay	Supervisor
Jane Doe	2024-06-06	8	2	1.5x	$60.00	Tom Smith
John Smith	2024-06-06	8	3	2.0x	$90.00	Susan Lee
Amy James	2024-06-06	8	1.5	1.5x	$45.00	Tom Smith
Total Overtime Hours			**6.5**			