

Overtime Attendance Form

The **overtime attendance form sample** with an approval section ensures accurate tracking of extra working hours while facilitating managerial authorization. This form streamlines the process of recording overtime, enhancing transparency and accountability. It is an essential tool for organizations to manage workforce productivity efficiently.

Employee Details

Employee Name		Department	
Employee ID		Position	

Overtime Details

Date	Start Time	End Time	Total Hours	Reason for Overtime

Employee Declaration

I hereby confirm that the above overtime details are correct and reflect the actual hours worked beyond my regular working schedule.

Employee Signature & Date

Managerial Approval

Manager Name	
Approval Status	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Comments	

Manager Signature & Date