

Overtime Timesheet Form

This **overtime timesheet form sample** includes a dedicated approval section to ensure proper authorization of extra work hours. It streamlines the process of tracking and validating overtime, improving accuracy and accountability. Designed for easy use by employees and supervisors alike, this form enhances time management and compliance.

Employee Information

Employee Name		Employee ID	
Department		Supervisor	
Week Starting		Week Ending	

Overtime Hours

Date	Day	Regular Hours Worked	Overtime Hours	Description/Reason for Overtime
Total Overtime Hours				

Approval Section

Employee Signature	<div></div> <div>Date: _____</div>
Supervisor Review & Approval	<div></div> <div>Date: _____</div>
Comments/Notes	