

# Overtime Timesheet Form Sample (Including Weekend Work)

A well-designed **overtime timesheet form** sample helps accurately record extra hours worked, including weekend shifts. It ensures proper tracking of employee time for payroll and compliance purposes. Utilizing a clear format simplifies submission and approval processes.

## Employee Information

Name:	_____
Employee ID:	_____
Department:	_____
Week Starting:	____/____/____

## Overtime Hours Worked

Date	Day	Scheduled Hours	Overtime Start	Overtime End	Total Overtime Hours	Reason/Project
____/____/____	Monday	8	_____	_____	_____	_____
____/____/____	Tuesday	8	_____	_____	_____	_____
____/____/____	Wednesday	8	_____	_____	_____	_____
____/____/____	Thursday	8	_____	_____	_____	_____
____/____/____	Friday	8	_____	_____	_____	_____
____/____/____	Saturday	0	_____	_____	_____	_____
____/____/____	Sunday	0	_____	_____	_____	_____
Total Overtime Hours This Week:					_____	

## Approvals

<b>Employee Signature</b>  _____ Date: ____/____/____	<b>Supervisor/Manager Approval</b>  _____ Date: ____/____/____
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