

# OVERTIME RECORD SHEET

Format No.:

WORK STATIONS : \_\_\_\_\_  
 APPROVED PERIOD: FROM : \_\_\_\_\_ TO \_\_\_\_\_

SR.NO	EMPLOYEE NAME	DATE	DUTY HOURS	O.T. HOURS	WAGE/HOURS	TOTAL AMT (\$)	JOB DONE DURING O.T.	SUPERVISOR SIGN.

TOTAL NOS. EMPLOYEE	TOTAL WORKING HOURS	TOTAL AMOUNT PAID	MAJOR WORK DONE DURING OVERTIME

Human Resource Department  
 Date: