**WEEKLY OVERTIME SHEET**

|  |  |
| --- | --- |
| Company Name: |  |
| Employee Name: |  |
| Week Start Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Day | Regular Hours | Overtime Hours | Breaks | Daily Total Hours |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  | Weekly Total Hours: |  |
|  |  |  | Rate Per Hour: |  |
| Employee Signature: |  | **Total Weekly Pay:** |  |
| Manager Signature: |  |  |  |  |

