

# WEEKLY OVERTIME SHEET

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Week Start Date: \_\_\_\_\_

Date	Day	Regular Hours	Overtime Hours	Breaks	Daily Total Hours

Weekly Total Hours: \_\_\_\_\_

Rate Per Hour: \_\_\_\_\_

**Total Weekly Pay:** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_