|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Overtime Sheet** | | | | | | | | | | | |
| Company Name: |  | | | |  | | | | | | |
| Employee Name: |  | | | |  | | Employee ID: | |  | | |
| Start Date: |  | | | |  | | End Date: | |  | | |
|  |  | | | | | | | | | | |
| Date | Day | Regular | Overtime | Holiday | | Sick | | Vacation | | Other | Total |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  | *Weekly Total:* |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
|  | *Weekly Total:* |  |  |  | |  | |  | |  |  |
|  |  |  |  |  | |  | |  | |  |  |
| Approved By: |  | |  | Date: | |  | | **Total Hours:** | | |  |