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