

Detailed Overtime Hours Payroll Record

Employee Name		Employee ID	
Department		Position	
Pay Period Start		Pay Period End	
Regular Hourly Rate		Supervisor Name	

DATE	REGULAR HOURS WORKED	OVERTIME HOURS WORKED			OT HOURLY RATE	TOTAL OT EARNINGS	REASON FOR OVERTIME / PROJECT NAME
		1.5X RATE	2.0X RATE	OTHER RATE			
Total					-		-

Total Regular Hours Pay	
Total Overtime Pay	
Gross Payroll Pay	

Employee Signature
 Date: _____

Supervisor Approval
 Date: _____

HR / Payroll Dept.
 Date: _____

