

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:

Total Weekly Pay:

Employee Signature: _____

Manager Signature: _____