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OVERTIME SHEET

- **Document Code:** HR-024
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose:

To document **pre-approved overtime work and ensure accurate overtime compensation**.

SECTION 1: EMPLOYEE DETAILS

Field	Details
Employee Name	
Employee ID	
Designation	
Department	
Reporting Manager	

SECTION 2: OVERTIME DETAILS

Overtime Date	Start Time	End Time	Total OT Hours	Reason for Overtime

Overtime Pay Calculation:
✅ **Hourly OT Rate:** PKR _____
✅ **Total OT Pay:** PKR _____

SECTION 3: APPROVAL PROCESS

Approval Stage	Approved By	Signature	Date
Line Manager Approval		_____	
HR Approval		_____	
Final Approval (MD)		_____	

Note: Overtime must be **pre-approved by managers** and verified by HR before payroll processing.