

Overtime Claim Form

Claim payment or time off for overtime already worked, with the hours, the approval behind them, and the payroll outcome in one record.

Employee and claim

Claim ID	[OC-0001]
Employee	[Name]
Employee ID	[ID]
Team / department	[Team]
Manager	[Name]
Pay period	[YYYY-MM-DD to YYYY-MM-DD]
Claim date	[YYYY-MM-DD]

Overtime worked

One row per session, filled in after the work is done. Hours are the time between start and end minus any unpaid break. If the overtime was approved beforehand, add the request number so payroll can match the claim to the approval.

Date	Start	End	Break (min)	Hours	Reason or task	Approved beforehand?	Request ref.
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
Total overtime hours claimed							

Compensation requested

Compensation	☐ Pay at the overtime rate ☐ Time off in lieu ☐ Split
Hours to be paid	
Hours to be taken as time off	

Employee declaration

I confirm the hours above were worked and are not claimed on another form	☐ Yes
Employee signature	
Date	

Manager verification

Checked against the timesheet or time records	☐ Yes ☐ No
Decision	☐ Approved as claimed ☐ Approved with adjusted hours ☐ Rejected
Approved overtime hours	
Reason for any adjustment or rejection	
Manager signature and date	

Payroll use only

Compensation applied	☐ Paid ☐ Time off in lieu credited ☐ Both
Processed in pay run	
Processed by and date	

Important

This form is a general operational record, not legal, payroll, tax, employment, or labor-law advice. Overtime eligibility, premium rates, time off in lieu, claim deadlines, and record requirements vary by country, employer, and contract.