

Overtime Log Template

Team / department: _____ Period: _____

Date	Employee	Project / reason	Overtime hours	Approved by	Notes
2026-07-06	Alex Morgan	Release cutover	2.50	S. Rivera	
2026-07-09	Sam Rivera	Client deadline	1.00	A. Morgan	
Total overtime hours					

One row per approved overtime session. The total sums all recorded overtime hours for the period.