

Overtime Pay Sheet Template

Team / department: _____ Period: _____ Currency: _____

Date	Employee	Project / reason	Regular hours	Overtime hours (1.5x)	Double-time hours (2x)	Hourly rate	Overtime pay	Total pay
2026-07-06	Alex Morgan	Release cutover	8.00	2.50	0.00	40.00	150.00	470.00
2026-07-11	Sam Rivera	Client deadline	8.00	1.00	0.00	36.00	54.00	342.00
2026-07-12	Sam Rivera	Weekend incident	0.00	0.00	4.00	36.00	288.00	288.00
Total overtime pay								

Overtime pay = (overtime hours x 1.5 + double-time hours x 2) x hourly rate. Change the multipliers in the formula if your agreement uses different ones.