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Overtime Payroll Checklist

Catch overtime mistakes before they hit the paycheck.

- [ ] **Identify which employees are eligible for overtime**
  Confirm which employees are non-exempt and subject to overtime requirements.
- [ ] **Review all hours worked**
  Make sure regular hours, overtime hours, and any additional time worked are accurately recorded.
- [ ] **Check federal and state overtime rules**
  Confirm which overtime requirements apply based on where the employee works.
- [ ] **Include all required pay in the overtime rate**
  Make sure applicable bonuses, commissions, or other compensation are included when calculating the regular rate of pay.
- [ ] **Check for missed or unrecorded time**
  Make sure all time worked is recorded before calculating overtime.
- [ ] **Review time worked across departments or locations**
  Combine hours when an employee works in multiple departments, jobs, or locations for the same employer.
- [ ] **Verify overtime calculations**
  Review the overtime rate, hours, and total overtime pay before processing payroll.
- [ ] **Keep accurate timekeeping records**
  Maintain records supporting hours worked and overtime paid.

NOTES:

The Result: Accurate overtime, fewer payroll corrections, and confidence that every hour is paid right.

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