

Overtime Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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Overtime Tracker

Log each person's weekly overtime and see hours, cost and reasons by department against budget, who is over your limits, and what a new request will cost.

For: Plant and production managers, shift supervisors, HR and payroll coordinators, and the finance partners who approve overtime.

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Quick start

1. On Setup, type your currency, overtime rates, on-costs and limits, then replace the example departments (weekly budgets), employees (base rates) and reasons.
2. On Overtime Log, add one row per person per week: regular hours, overtime hours at each rate and the main reason.
3. Read the Limits and Check columns: they name anyone over a limit and any data problem in words.
4. Open the Dashboard and filter it by department or weeks.
5. Before you approve more overtime, size it on OT Request: units behind, line rate and crew give hours and cost.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Currency, overtime rates, on-costs and limits, and the department, employee and reason lists.
Overtime Log	One row per person per week: regular hours, overtime hours at each rate and the main reason.
OT Request	Size an overtime request before you approve it: line hours, person-hours and cost.
Dashboard	Overtime hours, share and cost against budget and limits, for the department and weeks you choose.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Overtime hours	OT at rate 1 + OT at rate 2, as typed per person-week.	h
Total hours	Regular hours + overtime hours: hours worked, not paid leave.	h

Quantity	How it is calculated	Units
Overtime share	Overtime hours / total hours. Over several rows: sum of overtime / sum of total hours.	%
Overtime cost (est.)	(Rate 1 hours x rate 1 + rate 2 hours x rate 2) x base rate x (1 + pay-linked on-costs). The base rate comes from the Employees list.	currency
Premium (est.)	(Rate 1 hours x (rate 1 - 1) + rate 2 hours x (rate 2 - 1)) x base rate x (1 + on-costs): the cost above straight time.	currency
Limits	Out of limits when overtime hours > the weekly overtime limit, or total hours > the total-hours limit (Setup).	-
Budget in view	Weeks from the first to the last week in view x the sum of the weekly budgets of the departments in the filter.	h
Status against budget or ceiling	On target at or below; Near target up to 5% above; Above target beyond.	-
OT Request line-hours	Good units to recover / demonstrated good output per line-hour x (1 + allowance).	line-h
OT Request person-hours and cost	Line-hours x crew; cost = person-hours x average base rate x the chosen rate x (1 + on-costs).	h, currency
Dashboard roll-ups	SUMIFS and COUNTIFS over the log for rows whose View date is filled in (inside the department and week filters). The Pareto ranks reasons with COUNTIF; its helper columns AO:AQ on the Dashboard are hidden.	-

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Northbank Foods, a fictional business.

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Overtime Tracker

Overtime hours, share and cost against budget and limits, for the department and weeks you choose.

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Department

From week

To week

Showing 128 person-weeks. Leave the filters blank to include everything; weeks are inclusive.

OVERTIME HOURS	OVERTIME SHARE OF HOURS	OVERTIME COST (CAD, EST.)	PERSON-WEEKS OUT OF LIMITS
389.5	7.4%	19,366	6
Budget 800.0	Ceiling 8.0%	Hours x base rate x rate x (1 + on-costs)	Limit 0
On target	On target		Out of limits

