

Overtime and TOIL report

All records

PAID OVERTIME COST
\$576.13
5 paid entries — excludes TOIL

PAID OVERTIME HOURS
20.5 h
hours worked and paid in money

NET TOIL BALANCE
+6.5 h
12.5 h banked – 6.0 h taken, in this filter

BUDGET USED
12.0 %
of \$4,800.00 — 4 month(s) × \$1,200.00

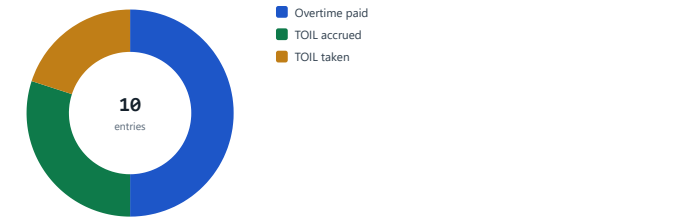
AWAITING APPROVAL
2
entries without the approved tick

ENTRIES
10
5 paid · 3 accrued · 2 taken

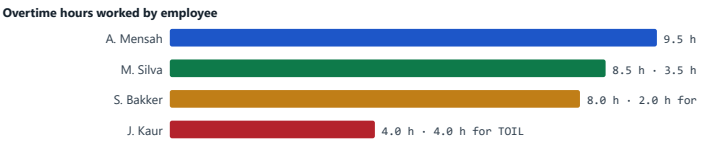
10 of 10 record(s) included. All records. Amounts in USD.



Paid overtime only — TOIL entries are hours, not money, and are never included in this chart.
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A register with accruals and no taken entries usually means TOIL is quietly piling up. A register with accruals and no taken entries usually means TOIL is quietly piling up.



Both figures are hours actually worked, so they can share one bar. Money and TOIL credits are shown elsewhere, in their own units. Both figures are hours actually worked, so they can share one bar. Money and TOIL credits are shown elsewhere, in their own units.



Paid overtime only. If most of the cost sits at double time, moving work out of premium hours saves more than trimming standard-rate overtime. Paid overtime only. If most of the cost sits at double time, moving work out of premium hours saves more than trimming standard-rate overtime.

Per-employee summary

EMPLOYEE	PAID OT HOURS	PAID OT COST	TOIL BANKED H	TOIL TAKEN H	TOIL BALANCE H
A. Mensah	9.5	\$226.63	0.0	0.0	+0.0
J. Kaur	0.0	\$0.00	6.0	6.0	+0.0
M. Silva	5.0	\$142.50	3.5	0.0	+3.5
S. Bakker	6.0	\$207.00	3.0	0.0	+3.0
Total	20.5	\$576.13	12.5	6.0	+6.5

Per-month summary

MONTH	ENTRIES	PAID OT HOURS	PAID OT COST	OF MONTHLY BUDGET	TOIL NET H
May 2026	2	3.0	\$83.25	6.9 %	+6.0
Jun 2026	4	10.0	\$281.00	23.4 %	-0.5
Jul 2026	3	7.5	\$211.88	17.7 %	+3.0
Aug 2026	1	0.0	\$0.00	0.0 %	-2.0
Total	10	20.5	\$576.13		+6.5

Overtime & TOIL register

EMPLOYEE	DATE	TYPE	HOURS	BAND	RATE	REASON / PROJECT	APPR.	OT COST	TOIL ± H
A. Mensah	2026-05-27	OT paid	3.00	×1.5	\$18.50	Month-end stocktake	Yes	\$83.25	–
J. Kaur	2026-05-31	TOIL accrued	4.00	×1.5	\$21.00	System migration go-live	Yes	–	+6.0
A. Mensah	2026-06-07	OT paid	4.00	×1.0	\$18.50	Cover for absence	Yes	\$74.00	–
S. Bakker	2026-06-15	OT paid	6.00	×2.0	\$17.25	Sunday call-out — chiller failure	Yes	\$207.00	–
J. Kaur	2026-06-22	TOIL taken	4.00	×1.0	\$21.00	Afternoon off — TOIL	Yes	–	–4.0
M. Silva	2026-06-29	TOIL accrued	3.50	×1.0	\$19.00	Customer audit preparation	Yes	–	+3.5
A. Mensah	2026-07-07	OT paid	2.50	×1.5	\$18.50	Late delivery turnaround	Yes	\$69.38	–
S. Bakker	2026-07-20	TOIL accrued	2.00	×1.5	\$17.25	Saturday morning despatch	No	–	+3.0
M. Silva	2026-07-28	OT paid	5.00	×1.5	\$19.00	Quarter-end reporting	No	\$142.50	–
J. Kaur	2026-08-04	TOIL taken	2.00	×1.0	\$21.00	Late start — TOIL	Yes	–	–2.0

Notes

Sample entries — replace every one with your own before paying anyone or relying on a balance.

This is a record-keeping and calculation aid, not payroll software and not legal advice. Overtime pay rules, minimum multipliers, whether TOIL is lawful at all, whether it must be banked at the enhanced rate, and how soon it must be taken differ by country, by sector and by employment contract — the multipliers here are whatever you choose to enter. Paid-overtime cost figures exclude TOIL entirely, and TOIL balances count only the entries in this register: an opening balance from before you started logging is not included. Check every figure against your payroll before paying or deducting anything.