Extra Work and Hours Record Tracker

A practical record for tracking work that extends beyond your normal working hours.

What this tracker is for
Use it to record extra time spent on work, what you worked on, who requested or knew about it, and any discussion about priorities or approval. A clear record can help you explain your workload and identify patterns over time.

How to use it

1. Record events promptly. Add an entry on the day, or as soon as you reasonably can afterwards.

2. Keep it factual. Note the task, time, people involved and what was said. Separate what you know from what you assume.

3. Keep supporting evidence safely. Refer to relevant emails, messages, calendar entries, task records or timesheets. Follow your workplace's confidentiality and record-keeping rules.

4. Record discussions neutrally. Note whether a manager approved the extra work, knew about it, asked you to reprioritise, or discussed time off or payment. If nothing was discussed, write "Not discussed".

5. Review the pattern. At the end of each week or month, look for repeated late finishes, urgent requests, missed breaks, unclear priorities or work that regularly exceeds your available hours.

A few useful reminders

• Record actual start and finish times where possible, and calculate additional time consistently.

• Do not exaggerate, fill gaps with guesses, or change entries to make a pattern look stronger.

• Keep a personal copy only where permitted, and do not transfer confidential business, client or colleague information to an unauthorised account or device.

• This tracker is a record-keeping aid, not a legal determination of whether extra time must be paid or whether a policy or law has been breached. Rules vary by location, contract and employment status.

Work Log

Print this page as needed. Use one row for each period of extra work or each distinct task. If an entry needs more room, continue in your notes and refer to them in the final column.

Date	Task or deliverable	Normal hours / scheduled finish	Extra time spent	Who requested it or knew	Evidence / reference	Priority, approval or follow-up discussion

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Examples of factual notes: “Manager asked me at 4:20 pm to finish the report today”; “Sent the final file at 6:05 pm; email saved”; “Asked which task should take priority; manager said to finish the report first.” Avoid labels or conclusions such as “exploited” or “illegal” in the log. Record the event and keep any wider concerns for a separate discussion.

Weekly or Monthly Pattern Review

Complete this review after you have made several entries. It can help you prepare for a calm, specific conversation about workload and priorities.

Review period	
How often did work extend beyond normal hours?	
What tasks or requests came up repeatedly?	
Who requested the work or was aware of it?	
Were priorities, approval, payment or time off discussed?	
What evidence supports the main points?	
What impact did the extra work have on other tasks, breaks or rest?	
What specific clarification or change would help?	

Next step and date to follow up	

Before you raise the issue

Use specific examples and explain the effect on deadlines or workload. You might say: “I’ve noticed that the report and several urgent requests have regularly extended my day beyond the scheduled finish. Can we agree which tasks should take priority when this happens, and how extra time should be recorded or handled?” Adapt this to your workplace, contract and circumstances.

Keep this record accurate and proportionate. If you are concerned about pay, working-time rules, retaliation or a formal dispute, check your contract and workplace policies and seek reliable advice relevant to your location.