

Overtime Approval Form

This form is to be used to approve all overtime. The supervisor must approve overtime **PRIOR** to the beginning of overtime work. The supervisor will keep the completed form in his/her file and then include it in that pay period's regular time and attendance records sent to the Payroll Department.

Name of Employee: _____ Time Called In: _____AM/PM

Department: _____

Date of Overtime Work: _____ How Much: _____HRS _____MIN

Project or Budget to be Charged: _____

Why work cannot be completed during regular hours:

Supervisor's approval (initial): _____

Supervisor's Signature: _____

Printed Name: _____

Date: _____

Received by Payroll: _____
Company Official Date

Copy: Employee Payroll File