

## 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: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Overtime Work: \_\_\_\_\_ No. of Hours: \_\_\_\_\_

Project or Budget to be Charged: \_\_\_\_\_

Why work cannot be completed during regular hours: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor's approval: \_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

Date: \_\_\_\_\_

