

Overtime Authorization 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 a copy in that pay period's regular time and attendance records sent to the Payroll Department.

Name of Employee

Department

Date of Overtime Work

Number of Hours Worked

Overtime Hours (1½ times hours worked)

Why work cannot be completed during regular hours?

Time will be paid as:

Employee Signature

Supervisor Approval

Date

* Comp time must be used within 90 days.