



OVERTIME PRE-AUTHORIZATION FORM

ALL OVERTIME MUST HAVE PRIOR APPROVAL

This form must be completed if a “non-exempt” employee will be working more than 40 hours in a standard work week (Sunday-Saturday). In order to be compensated, overtime work must have prior approval per Board Policy (03.221).

DIRECTIONS:

1. Complete and submit this form to your supervisor for approval prior to working overtime.
2. Your Supervisor must authorize and indicate the need for overtime.
3. Completed forms must be attached to the current monthly pay period time sheet.

I. Employee Information

Name: _____

Date(s) to work requested for overtime: _____

Amount of overtime requested: _____ hours

II. Reason for requested overtime:

III. Certification/Authorization - *Below signatures are required before payment is considered.*

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Supervisor Signature	Date
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IV. To be completed by Payroll Department (no longer send the recap sheet to payroll)

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