



EAST TEXAS BAPTIST UNIVERSITY

OVERTIME PRE-AUTHORIZATION FORM

This form is to be used to obtain pre-approval for all anticipated or scheduled overtime work. Full-time, non-exempt and part-time employees are prohibited to work overtime without the prior approval of their departmental supervisor and divisional vice president. This form is to be submitted to the Payroll Department attached to the employee's time record in which the overtime hours were worked. Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour work week will be subject to disciplinary action and/or may result in termination.

Department \_\_\_\_\_

Employee Name \_\_\_\_\_  
Last First

Dates Requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours Requested \_\_\_\_\_  
From To Total Number of Hours

Reason for Overtime  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by Department Supervisor \_\_\_\_\_

Date of Request \_\_\_\_\_

APPROVAL

Approved  Denied

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date