



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 when timecards are due for the pay period 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 may be subject to disciplinary action up to and including 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