



Overtime Request & Authorization Form

Instructions

1. This form must be signed by the authorizing individual(s) before any overtime work is performed.
2. Once fully executed, a copy of this form will be sent to the department head, Budget Office, and Payroll Office.
3. In an emergency situation, overtime may be authorized by the supervisor prior to an official request. However, this form shall be filled out and signed by the appropriate officials as soon as possible after commencement of the work.

Failure to secure prior authorization may result in disciplinary action up to and including termination.

Employee Name	Date and Time of Requested Overtime	Maximum Hours Needed

If the overtime is related to an external event with a Facility Lease agreement, please check here: ____

Name of Group: _____ Date of Event: _____

Justification:

Requested by: _____ Dept.: _____

Supervisor Approval (if not the requestor): _____

Budget Office Approval: _____

Executive Director for Title III Approval: _____

Vice Chancellor of Administration & Finance Approval: _____

RETURN TO HUMAN RESOURCES

cc: Payroll/Compensation file