



## 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:

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Requested by: \_\_\_\_\_ Dept.: \_\_\_\_\_

Supervisor Approval (if not the requestor): \_\_\_\_\_

Budget Office Approval: \_\_\_\_\_

Vice Chancellor of Administration & Finance Approval: \_\_\_\_\_

### RETURN TO HUMAN RESOURCES

cc: Payroll/Compensation file