

OVERTIME PRE-AUTHORIZATION FORM

REQUEST FOR OVERTIME APPROVAL

Non-exempt employees should not work more than 37.5 hours in any work week without the prior approval of their supervisor or department head, and Vice President. When overtime is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.

DIRECTIONS:

1. This form must be completed if working greater than 37.5 hours per work week.
2. Complete and submit this form for approval prior to any overtime work being performed.
3. Completed forms must be attached to corresponding time sheet.
4. Staff will be compensated for unapproved (unauthorized) overtime, however disciplinary action will be issued to employees and supervisors.

| |
|--|
| Employee's Name: |
| Payroll week ending: |
| Date(s) to work requested overtime: |
| Amount of overtime requested: hrs |
| |
| Reason for requested overtime/Task to be completed: |
| |
| Reason tasks cannot be completed during regular working hours: |
| |

Authorization signatures are required before payment is considered.

| | | | | |
|------------------------------|----------------------------------|--|------|--|
| () Approved () Disapproved | Supervisor | | Date | |
| () Approved () Disapproved | Dean/Director Department Head | | Date | |
| () Approved () Disapproved | Vice President | | Date | |