# Overtime Authorization Form

Overtime must be approved in advance except in an emergency. If you work overtime that was not approved, record all hours worked on your timesheet anyway. You will be paid for every hour you work; working unapproved overtime may be addressed under the overtime policy.

## EMPLOYEE DETAILS

**Employee name**

**Employee ID**

**Job title**

**Department / cost center**

**Supervisor**

**Pay status**

☐ Non-exempt (hourly) ☐ Non-exempt (salaried) ☐ Exempt (overtime under special policy only)

## OVERTIME REQUESTED

**Request type**

☐ Employee request ☐ Manager assigned (voluntary)

☐ Manager assigned (mandatory, per policy) ☐ Emergency (approved after the fact)

**Workweek starting**

**Date(s) of overtime**

**Planned start and end times**

**Hours already scheduled this workweek**

**Estimated overtime hours (over 40 in the workweek)**

**Estimated daily overtime or double-time hours (where state law applies)**

**Reason / business need (for example backlog, coverage gap, volume spike, project deadline)**

**Alternatives considered (part-time staff, temp, shift swap, deferring work)**

## COST ESTIMATE

**Regular rate of pay (including shift differentials and non-discretionary bonuses)**

**Overtime rate (1.5 x regular rate)**

**Estimated overtime cost**

**Budget or account code**

## EMPLOYEE ACKNOWLEDGEMENT

☐ I will record all hours actually worked, including overtime, on my timesheet.

Employee signature

Date

**Date**

## APPROVAL

**Decision**

☐ Approved as requested ☐ Approved with changes ☐ Denied

**Approved hours and dates**

**Comments or reason for denial**

Supervisor signature

Date

**Date**

Second approver (department head or finance, if above [Number] hours or [$ Amount])

Date

**Date**

## PAYROLL USE ONLY

**Actual overtime hours worked**

**Difference from approved hours explained**

**Processed in pay period ending**