

# OVERTIME REQUEST FORM

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when forty hours have been worked within one normal work week.

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	DATE FORM COMPLETED
Jerri Morin	Business Analyst	41268	09/27/21
IMMEDIATE SUPERVISOR	DEPARTMENT	HOURLY RATE OF PAY	
Essie McGuire	Marketing	\$32.00	

DATE OF OVERTIME WORK		TIME OF OVERTIME WORK	
START DATE	END DATE	START TIME	END TIME
10/02/21	10/12/21		

ANTICIPATED NUMBER  
OF OVERTIME HOURS

14.00

Please provide an explanation of the work that requires more than 40 hours/week to complete.

Complete tests on new website for Dazzler products.

## APPROVAL

SUPERVISOR SIGNATURE	DATE OF APPROVAL	HR REP SIGNATURE	DATE OF APPROVAL
Essie McGuire	09/29/21	Bender Hensley	09/29/21

## INSTRUCTIONS

No overtime will be paid unless this form has been completed prior to overtime. In the event of an emergency, the form must be completed within the week of the overtime worked.

It is the responsibility of the employee to submit a signed timesheet for specific overtime work. The employee must do this before payroll is completed.

The form must be returned to the immediate supervisor.