WebPlus Overtime Request Form

Employee should complete this form, submit via Email and receive approval from Performance Manager prior to working the additional hours.

Request for Overtime	
Date	
Overtime requested by	
Client Name/Reference Number/Case Link	
Value to client health to deliver this solution outside regular support hours	
Frequency of this need	
Work to be performed (short description of steps you will be taking)	
Estimated time (in 15 min increments)	
Estimated Date for work completion/Delivery	

Approval of OT Request	
Performance Manager	
Date	