



Solutions Inc.

## 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 8 hours have been worked within a day.

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	DATE FORM COMPLETED
France Samaniego	Junior Web Developer		April 29, 2025
IMMEDIATE SUPERVISOR	DEPARTMENT	HOURLY RATE OF PAY	
Lerjun Barasona	IT Department	0.00	

DATE OF OVERTIME WORK		TIME OF OVERTIME WORK	
START DATE	END DATE	START TIME	END TIME
04-23-2025	04-23-2025	6:00 PM	9:00 PM

ANTICIPATED NUMBER  
OF OVERTIME HOURS

3

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

I worked overtime to provide support for AOPC.

04-23-2025 - **Concern:** Over Time - AOPC Support: Send email to new users function.

## APPROVAL

SUPERVISOR SIGNATURE	DATE OF APPROVAL	HR REP SIGNATURE	DATE OF APPROVAL

## 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 time sheet for specific overtime work. The employee must do this before payroll is completed.

The form must be returned to the immediate supervisor.